# WebCRV Training Manual

**Prepared by:**

Distributed Information Technologies, Inc. (DIT)

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WebCRV Training URL: https://iiamabqz0max02l.ia.doi.net/webcrv/

IA-FMS Help Desk Contact Information:

Phone:

- 866-706-2011 (toll free)
- 571-483-2755

Email:

- ia_maximo_helpdesk@dtec.com

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# 1 Web Current Replacement Value (WebCRV)

## 1.1 Introduction

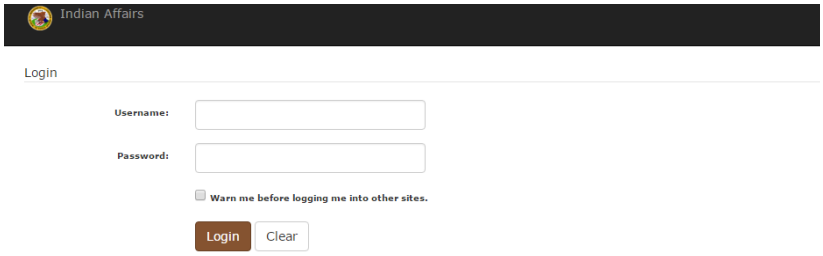
This *Web Current Replacement Value (WebCRV) Training Manual* is designed to help Indian Affairs (IA) staff use the Web Current Replacement Value (WebCRV) application to assign CRVs to operating locations. CRVs are determined by entering values in the CRV Calculator. Central Office will update an operating location's CRV by entering quantities into the CRV Calculator. Central Office will then approve or reject the operating location's CRV. Upon approval of a CRV for an operating location, the data will be sent to IA-FMS.

## 1.2 Getting Started

### 1.2.1 Logging in to WebCRV

To log in to WebCRV:

1. Open your web browser.
2. Enter the link for WebCRV.
3. The WebCRV **Login** page will appear, as shown below**.**




4. Enter your Active Directory user name and password in the **User Name** and **Password** fields. If you do not know your user name and/or password, contact the Help Desk.
5. Click the **Login** button or press **Enter**.
6. If you entered your user name or password incorrectly of if you do not have access to the WebCRV application, you will see an error message. Otherwise, you will see the WebCRV **Home** page, described below.

### 1.2.2 Understanding User Roles

Every WebCRV user is assigned a user role and, if applicable, one or more sites or regions in BUMP. WebCRV application has one user role for IA staff:

- **Central Office** users are assigned to all regions in BUMP. They can perform the following tasks:
  - Search for locations
  - Review a location's CRV
  - Calculate a location's CRV
  - Revert a location's CRV
  - Approve a location's CRV
  - Reject a location's CRV
  - Generate reports
  - View reports
  - Export CAC spreadsheets
  - Import CAC spreadsheets
  - Export calculators
  - Import calculators
  - Create isolation factors

- Review assemblies
- Export data to Excel.

### 1.2.3 Title Bar

The black title bar across the top of the page, shown below**,** displays:

- The name of the application on the left side.
- Your name, followed by user ID in parentheses, and your user role, followed by site(s) or region in parentheses when applicable, on the right side. User roles determine the features of WebCRV that the user can use and the data that can be accessed.
- The **Logout** link and timer, also on the right side, shows how much time remains before the user is automatically logged out of WebCRV for inactivity. You can also click the **Logout** link to log out when you are done working in the application.

### 1.2.4 Menu Bar

The WebCRV menu bar has four main links and submenu options to navigate the application as shown below.

The table identifies each menu and describes the options on its submenu.

| Menu | Option | Description |
|---|---|---|
| **Home** | | Takes you to **Home** page, which displays Location Records Search and Filter and Location records search results that meet the search criteria. You can drill down to Location record's CRV calculation details and perform other actions. |
| **Perform Central Office Approvals** | | Takes you to **Perform Central Office Approvals** page, which displays Location Records Search and Filter and Location Records Search Results that meet the search criteria with the Web CRV Status set to "Pending CO Approval". You can approve or reject CRV of Locations "Pending CO Approval" or drill down to Location record's CRV calculation details and perform other actions. |
| **Reports** | | Takes you to **Reports** page, which provides links to reports within WebCRV application. |
| | **Servicewide WebCRV Approval Status Summary Report (by Region)** | Takes you to the **Servicewide WebCRV Approval Status Summary Report (by Region)** page, which displays a table listing servicewide WebCRV Approval statistics for each region. |

| | | |
|---|---|---|
| | **Regional WebCRV Approval Status Summary Report (by Site)** | Takes you to the **Regional WebCRV Approval Status Summary Report (by site)** page, which displays a table listing Web CRV Approval statistics for each site within each region. |
| | **Site WebCRV Approval Status Summary Report (by Location Type)** | Takes you to the **Site WebCRV Approval Status Summary Report (by Location Type)** page, which displays a table listing WebCRV Approval statistics for each Location Type within each site. |
| | **Location WebCRV Audit History Report** | Takes you to the **Location WebCRV Audit History Report** page, which displays an audit log of all user actions by Maximo ID. |
| | **Threshold Report** | Takes you to the **Threshold Report** page, which displays Location records that fall within given CRV threshold limits. |
| **Lookup** | | Takes you to the **Lookup** page, which displays links to various Lookup tables within WebCRV application. |
| | **Isolation Factors** | Takes you to the **Isolation Factor** page, which displays a table listing all Isolation Factors within a site. You have an option to update existing Isolation Factors or to create new ones. |
| | **Assemblies** | Takes you to the **Assemblies** page, which displays a table listing all Assemblies by a Location Type. |

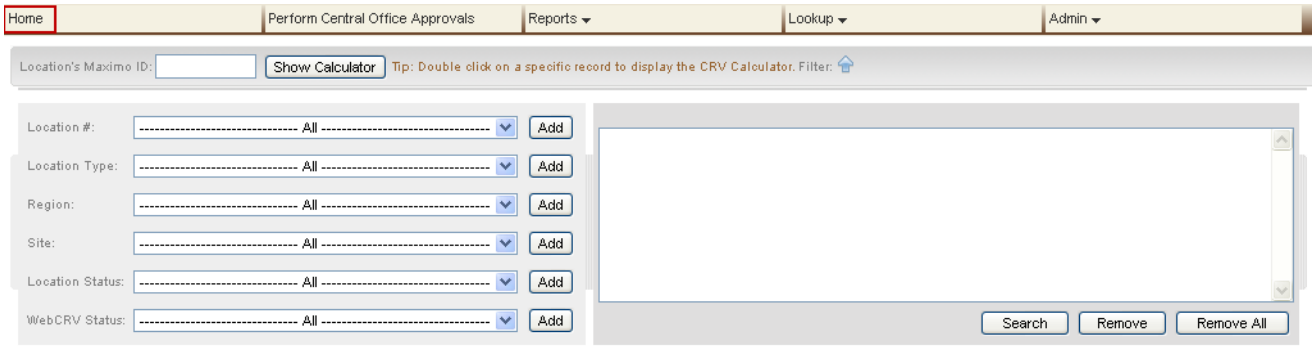
## 1.3 Home

The **Home** page is the first page that is displayed after a user successfully logs into the WebCRV application. On the **Home** page, the user will have the option to search for Location records using the **Location Records Search and Filter**, as well as review the Location records search results, which will display in the **Location Records Search Results** section of the **Home** page.

### 1.3.1 Accessing the Home Page

The **Home** page may be accessed two ways in the WebCRV application:

1. By logging into WebCRV, you will be directed to the home page. The **Home** page displays the **Location Search and Filter** section as shown below.




2. By clicking the **Home** link, you can return to the home page at any time.

### 1.3.2 Location Records Search and Filter

The **Location Records Search and Filter** section has seven search fields to find specific locations.

You can search for a location by entering data into the following fields:

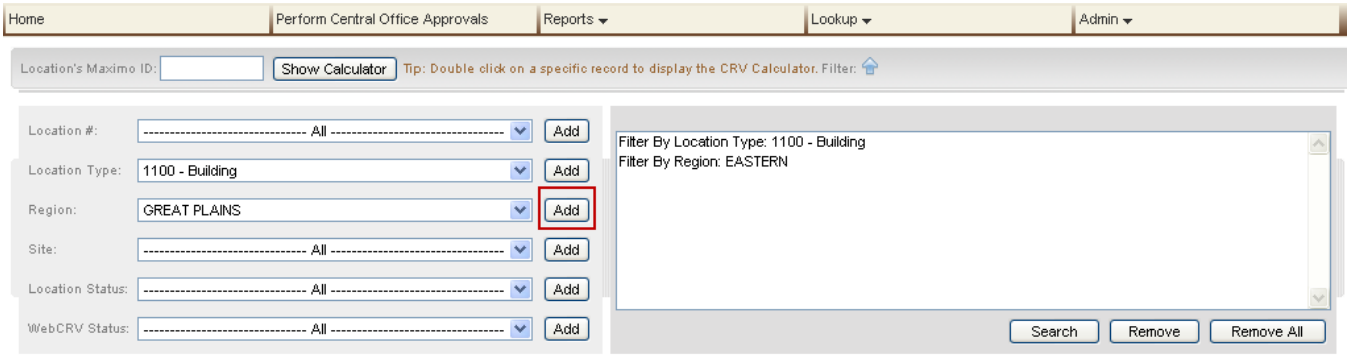
- **Maximo ID** – *Location's Maximo ID from IA-FMS*
- **Location #** – *Legacy FMIS Location # equivalent to the IA-FMS Site*
- **Location Type** – *Type of Location from IA-FMS*
  - 1100-Building
  - 1150-Room
  - 1300-Tower
  - 1400-Tank
- **Region** – *Region from IA-FMS*
- **Site** – *Site number from IA-FMS*
- **Location Status** – *IA-FMS status of a location*
  - DECOMMISSIONED – No longer an active location in IA-FMS
  - NOT READY – A potential location in IA-FMS, but not active

  - OPERATING - Currently an active location in IA-FMS
  - PLANNED – A potential location in IA-FMS that is in the planning stages, but not active
- **WebCRV Status** – *Status of a location in the WebCRV application*
  - Approved – The location's CRV has been approved by Central Office.
  - CRV Update Due – The location needs a new or updated CRV.
  - CRV Update Due (Rejected) – The location's CRV has been rejected by Central Office.
  - Pending CO Approval – The location's CRV needs to be reviewed by Central Office.

### 1.3.3 Adding Values

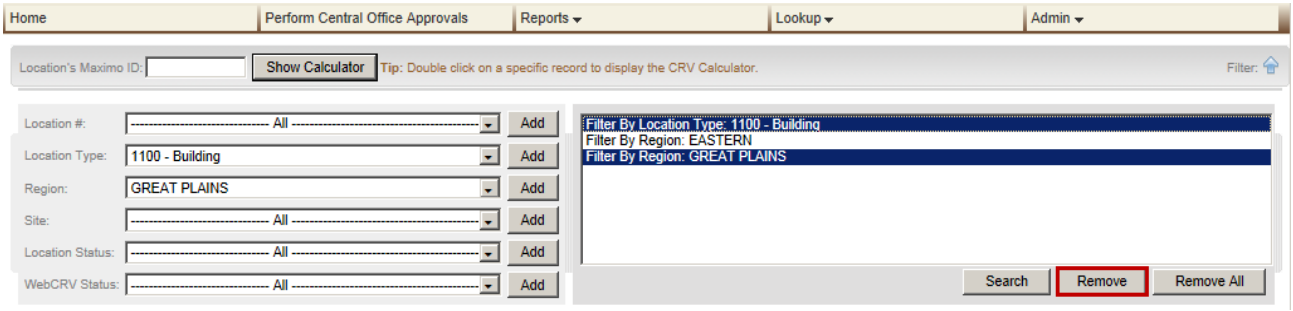
You can search for locations by selecting data from the value lists and clicking the **Add** button.

You may select multiple values from a value list by continuing to select a value and clicking the **Add** button as displayed below.

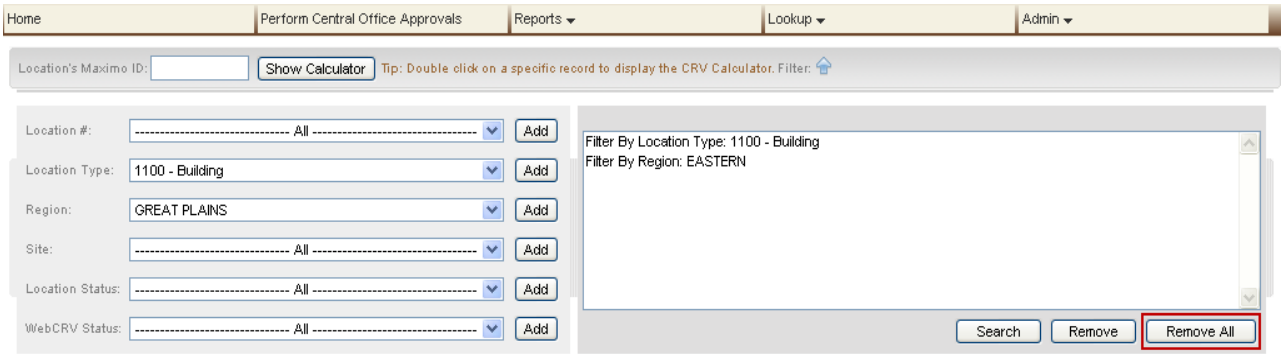



### 1.3.4 Removing Search Values

If you would like to remove one value from your search criteria, select the value you want to take out and click the **Remove** button. If you want to remove more than one value from the search criteria at once, hold down the **CTRL** key, select the values you want to remove and click on the **Remove** button, as displayed below.

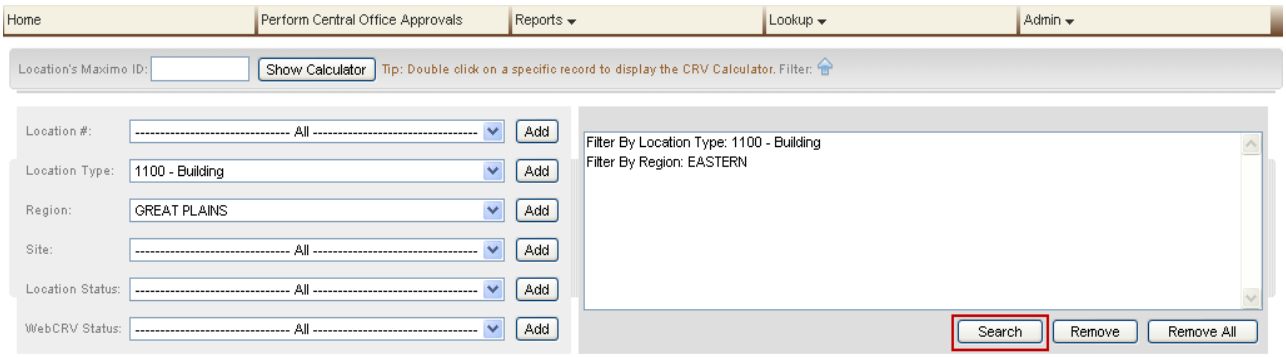



If you would like to remove all your selected values from your search criteria, click the **Remove All** button as shown below. All your selected value will be cleared.



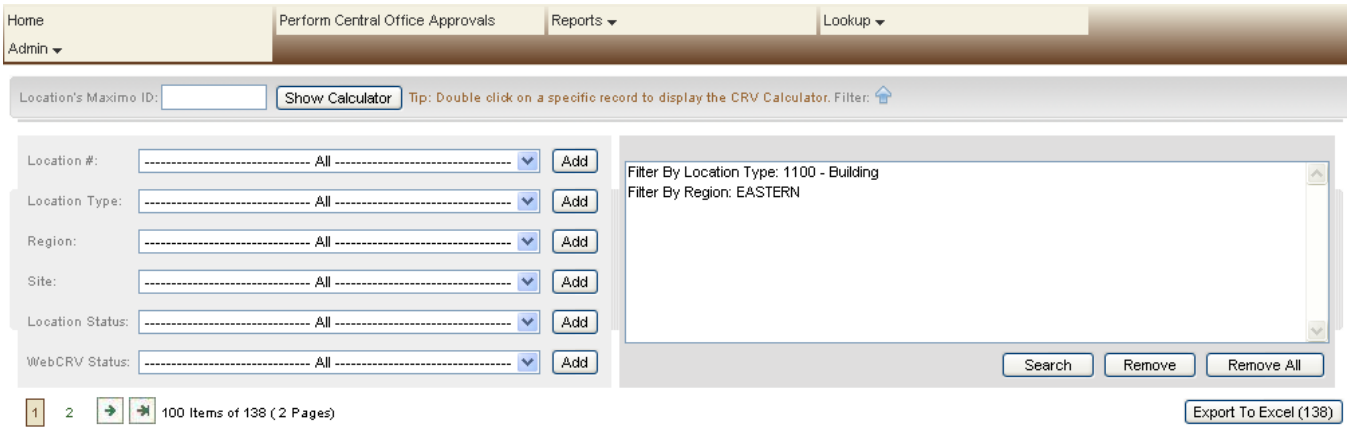

## 1.3.5 Searching

If you are satisfied with your selected values for your search criteria, click the **Search** button displayed below**.**




## 1.3.6 Location Records Search Results Section

Upon clicking on the **Search** button, your search results will display in the **Location Records Search Results** section, as shown below.




| Region | Site | Site Description | Location # | Location Type | Maximo ID | Location Description | Structure # | Room # | Location GSF | CRV in IAFMS | Last Year IAFMS CRV Calculated | Current Calculated CRV | Location Status | WebCRV Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105568 | BUILDING / STORAGE / NHEATED | | 904 | 1064.00 SF | $181,845.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105569 | BUILDING / SCHOOL / OTHER / DA.... | | 905 | 27813.00 SF | $7,219,420.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105570 | BUILDING / SHOP / FACMNGMT | | 906 | 985.00 SF | $179,073.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105571 | BUILDING / SCHOOL / OTHER / DA.... | | 907 | 988.00 SF | $256,455.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IA002 | CHEROKEE AGENCY | S52-01 | 1100 | AB105572 | BUILDING / OFFICE | | 1 | 15943.00 SF | $3,478,125.00 | N/A | $0.00 | OPERATING | CRV Update Due |

The following are the read-only data detail fields that are displayed in the **Location Records Search Results**:

- **Region –** *region from IA-FMS*
- **Site –** *site number from IA-FMS*
- **Site Description –** *text description about the site*
- **Location # -** *legacy FMIS Location # (equivalent to the IA-FMS Site)*
- **Location Type –** *type of Location from IA-FMS*
  - 1100-Building
  - 1150-Room
  - 1300-Tower
  - 1400-Tank
- **Maximo ID –** *Maximo ID from IA-FMS*
- **Location Description –** *text about the Location*
- **Structure # -** *legacy FMIS structure #*
- **Room # -** *number belonging to a room within a structure*
- **Location GSF** – gross square footage (GSF) of the location

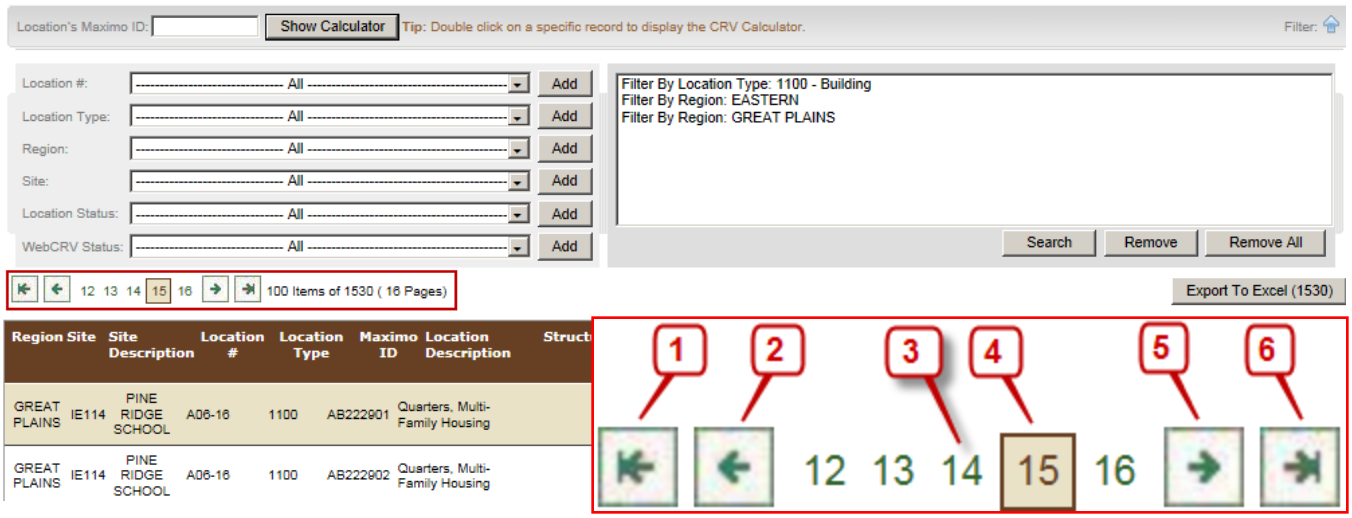
- **CRV in IA-FMS -** *current approved CRV in IA-FMS*
- **Last Year IA-FMS CRV Calculated –** *year the current CRV had been approved*
- **Current Calculated CRV -** *calculated CRV that is currently pending approval*
- **Location Status –** *IA-FMS status of a location*
  - DECOMMISSIONED – no longer an active location in IA-FMS
  - NOT READY – a potential location in IA-FMS, but not active
  - OPERATING – currently an active location in IA-FMS
  - PLANNED – a potential location in IA-FMS that is in the planning stages, but not active
- **WebCRV Status –** *status of a location in WebCRV application*
  - Approved – the CRV has been approved by Central Office
  - CRV Update Due – the CRV needs to be updated
  - CRV Update Due (Rejected) – the CRV has been rejected by Central Office
  - Pending CO Approval – the CRV needs to be reviewed by Central Office

### 1.3.7 Viewing Results

Your location record results could display many rows that do not fit on one page. The **Location Records** page will always indicate in the upper left-corner:

- Current location records
- Total number of location records
- Current page of results
- Total number of pages.

In order to view all location records, you must use the navigation buttons displayed.

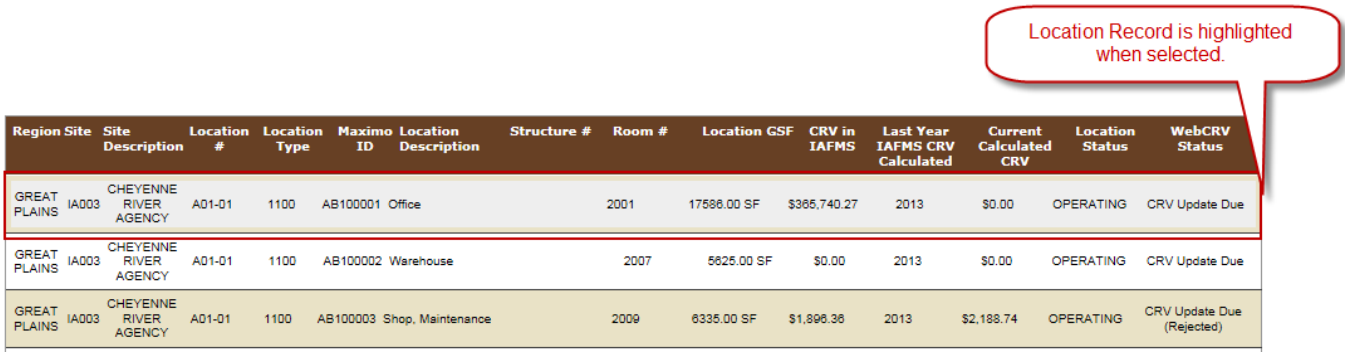



The **Navigation** buttons as shown above are used to help navigate through results on the **Location Records** page. The table below describes the **Navigation** buttons.

| # | Icon | Button Function | Description |
|---|---|---|---|
| 1 | | First Page | Takes you to the beginning of the search results. |
| 2 | | Previous Page | Takes you to the previous page to view. |
| 3 | | Go to Page X | Takes you to the page designated on the button. |
| 4 | | Viewing Page X | Tells you which page of location data results you are viewing. |
| 5 | | Next | Takes you to the next page to view. |
| 6 | | Last Page | Takes you to the last page of search results. |

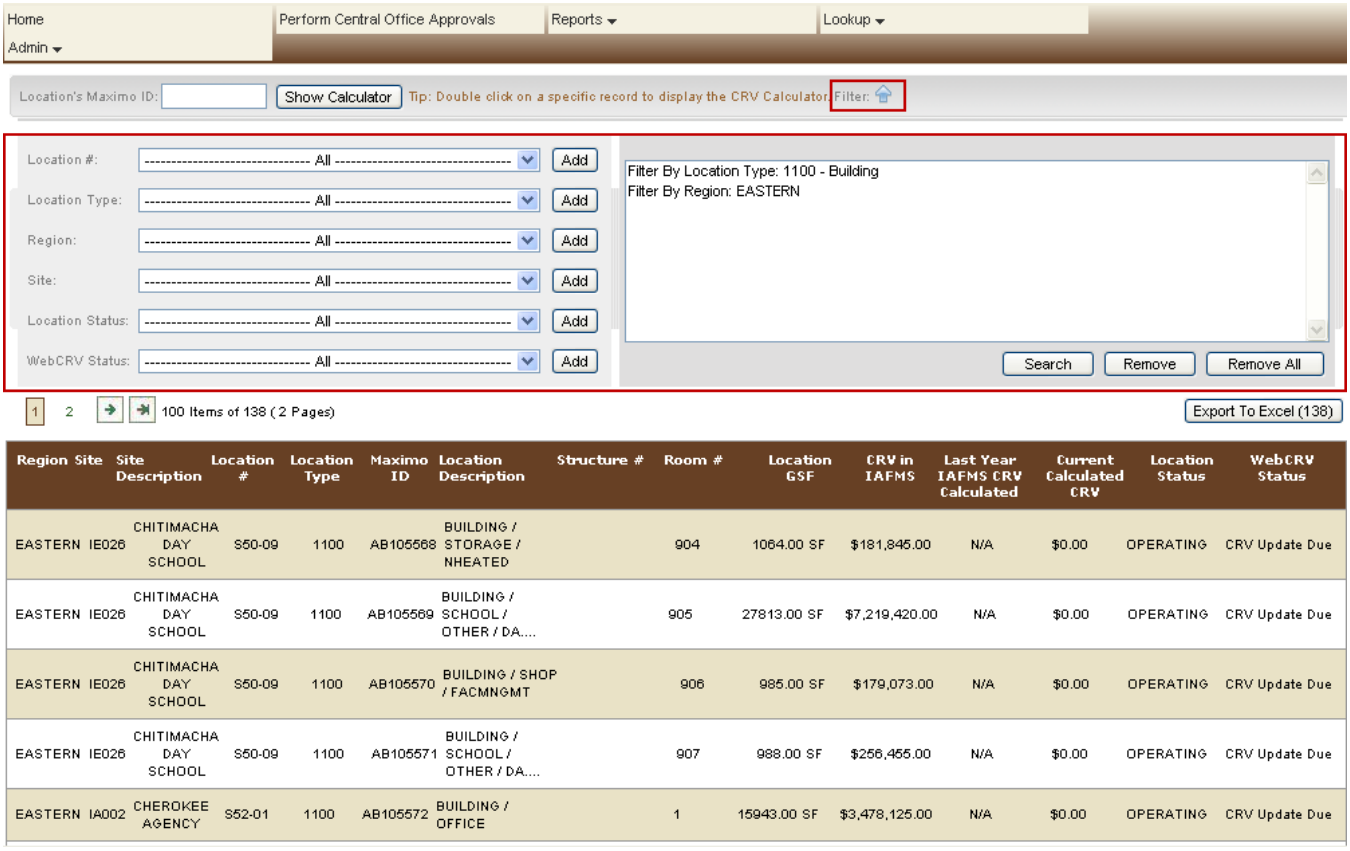
### 1.3.8 Selecting a Location Record

To select a location in the Location Records Search Results, click anywhere in the location's row. The location will become highlighted, as shown below**.**



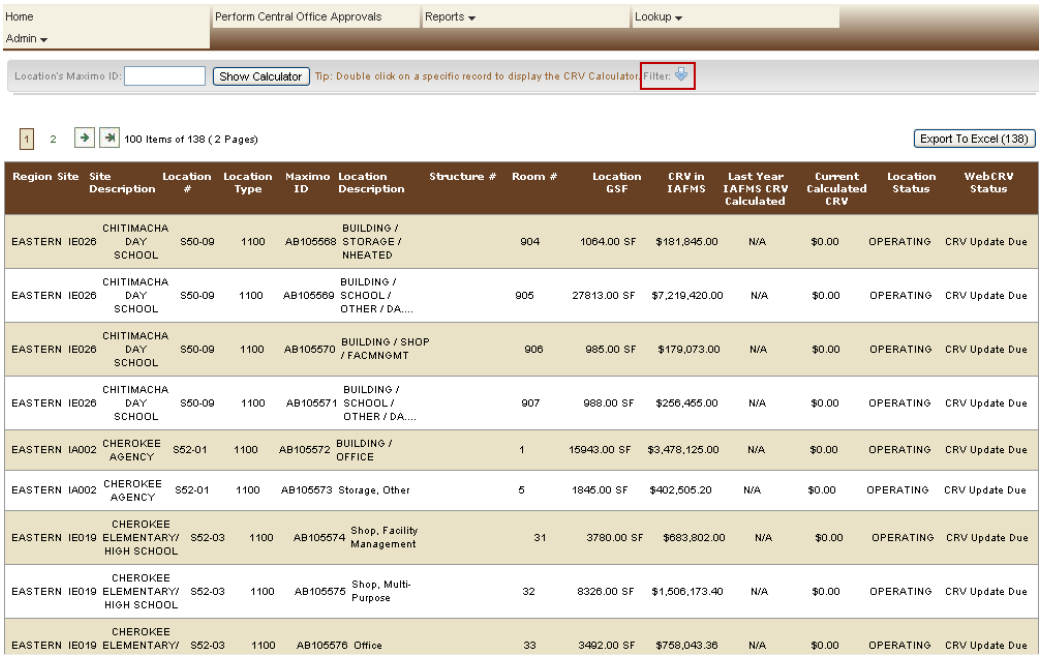
### 1.3.9 Hiding Location Records Search and Filter Section

If you no longer want to view the **Location Records Search and Filter** section, you can click on the **Up** arrow at the top of the page. The figure below illustrates the location of the **Up** arrow and the **Location Records Search and Filter** area that gets hidden upon clicking on the **Up** arrow.




| Region | Site | Site Description | Location # | Location Type | Maximo ID | Location Description | Structure # | Room # | Location GSF | CRV in IAFMS | Last Year IAFMS CRV Calculated | Current Calculated CRV | Location Status | WebCRV Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105568 | BUILDING / STORAGE / NHEATED | | 904 | 1064.00 SF | $181,845.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105569 | BUILDING / SCHOOL / OTHER / DA.... | | 905 | 27813.00 SF | $7,219,420.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105570 | BUILDING / SHOP / FACMNGMT | | 906 | 985.00 SF | $179,073.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105571 | BUILDING / SCHOOL / OTHER / DA.... | | 907 | 988.00 SF | $256,455.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IA002 | CHEROKEE AGENCY | S52-01 | 1100 | AB105572 | BUILDING / OFFICE | | 1 | 15943.00 SF | $3,478,125.00 | N/A | $0.00 | OPERATING | CRV Update Due |

The **Location Records Search Filter** will no longer display as shown below**.** To unhide the **Location Records Search Filter**, click the down arrow.

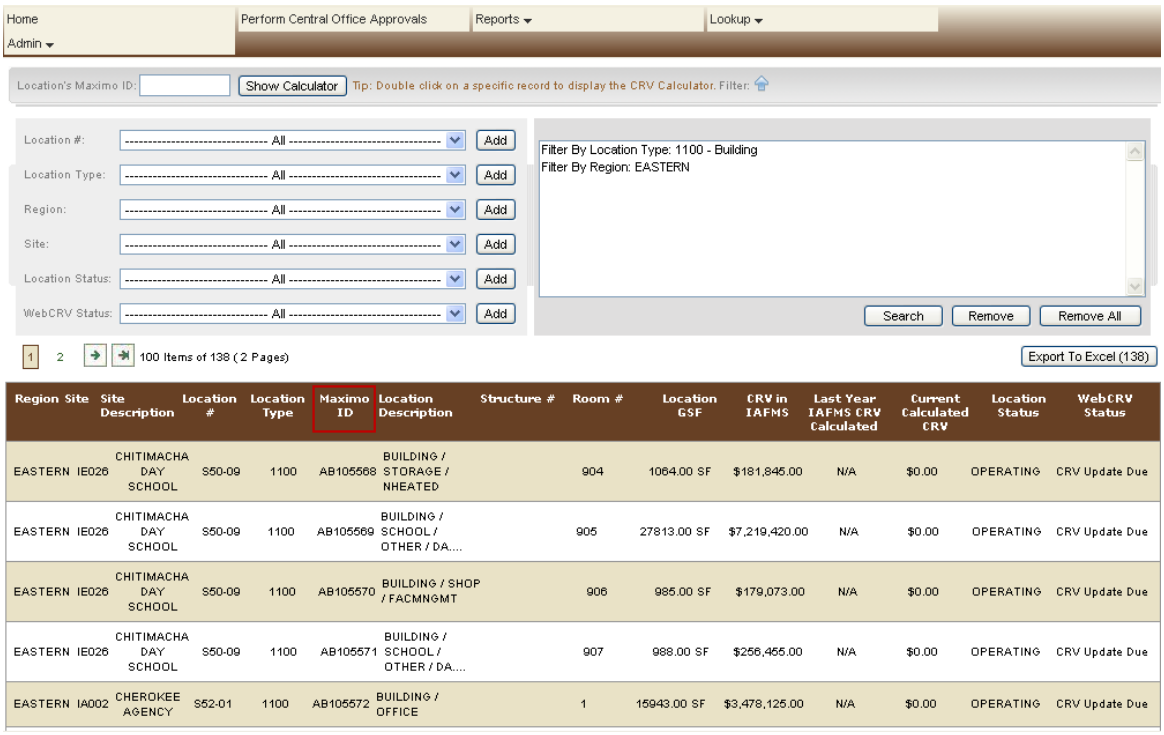



| Region | Site | Site Description | Location # | Location Type | Maximo ID | Location Description | Structure # | Room # | Location GSF | CRV in IAFMS | Last Year IAFMS CRV Calculated | Current Calculated CRV | Location Status | WebCRV Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105568 | BUILDING / STORAGE / NHEATED | | 904 | 1064.00 SF | $181,845.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105569 | BUILDING / SCHOOL / OTHER / DA.... | | 905 | 27813.00 SF | $7,219,420.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105570 | BUILDING / SHOP / FACMNGMT | | 906 | 985.00 SF | $179,073.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105571 | BUILDING / SCHOOL / OTHER / DA.... | | 907 | 988.00 SF | $256,455.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IA002 | CHEROKEE AGENCY | S52-01 | 1100 | AB105572 | BUILDING / OFFICE | | 1 | 15943.00 SF | $3,478,125.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IA002 | CHEROKEE AGENCY | S52-01 | 1100 | AB105573 | Storage, Other | | 5 | 1845.00 SF | $402,505.20 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE019 | CHEROKEE ELEMENTARY/ HIGH SCHOOL | S52-03 | 1100 | AB105574 | Shop, Facility Management | | 31 | 3780.00 SF | $683,802.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE019 | CHEROKEE ELEMENTARY/ HIGH SCHOOL | S52-03 | 1100 | AB105575 | Shop, Multi-Purpose | | 32 | 8326.00 SF | $1,506,173.40 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE019 | CHEROKEE ELEMENTARY/ | S52-03 | 1100 | AB105576 | Office | | 33 | 3492.00 SF | $758,043.36 | N/A | $0.00 | OPERATING | CRV Update Due |

## 1.3.10 Sorting

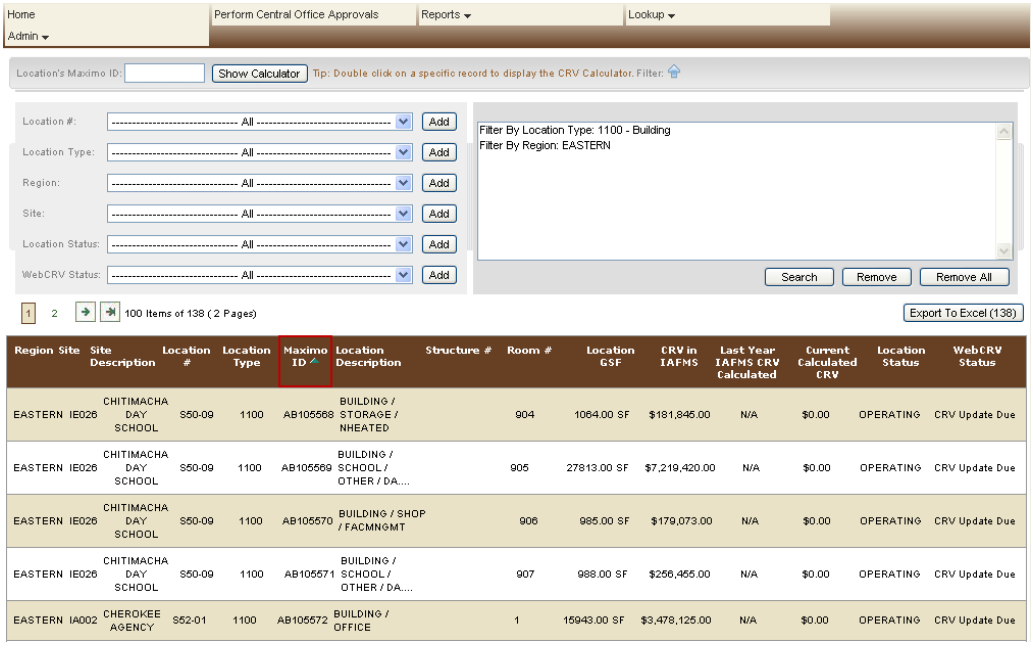
You have the option to sort location data results by one field in either ascending or descending order.

To sort, you must click on the column heading of the column you want to sort as illustrated below.



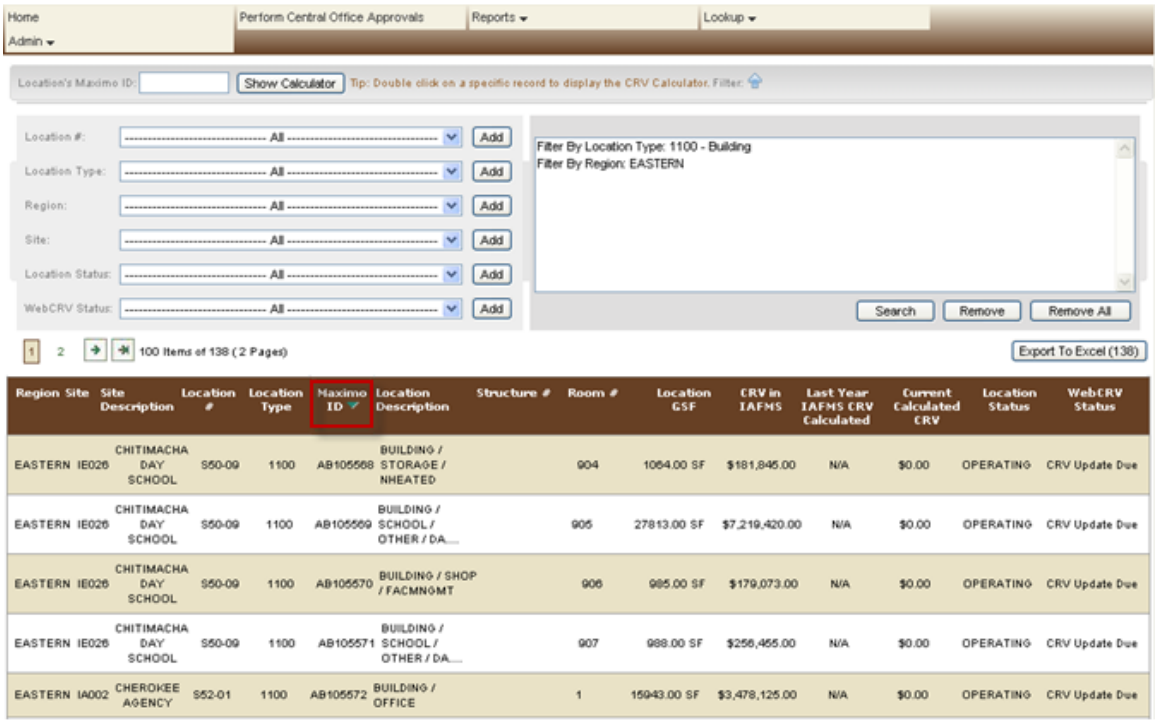

| Region | Site | Site Description | Location # | Location Type | Maximo ID | Location Description | Structure # | Room # | Location GSF | CRV in IAFMS | Last Year IAFMS CRV Calculated | Current Calculated CRV | Location Status | WebCRV Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105568 | BUILDING / STORAGE / NHEATED | | 904 | 1064.00 SF | $181,845.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105569 | BUILDING / SCHOOL / OTHER / DA.... | | 905 | 27813.00 SF | $7,219,420.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105570 | BUILDING / SHOP / FACMNGMT | | 906 | 985.00 SF | $179,073.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105571 | BUILDING / SCHOOL / OTHER / DA.... | | 907 | 988.00 SF | $256,455.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IA002 | CHEROKEE AGENCY | S52-01 | 1100 | AB105572 | BUILDING / OFFICE | | 1 | 15943.00 SF | $3,478,125.00 | N/A | $0.00 | OPERATING | CRV Update Due |

After clicking the column you want to sort, an up arrow will appear, as shown below. An up arrow means the column is sorted in ascending order.



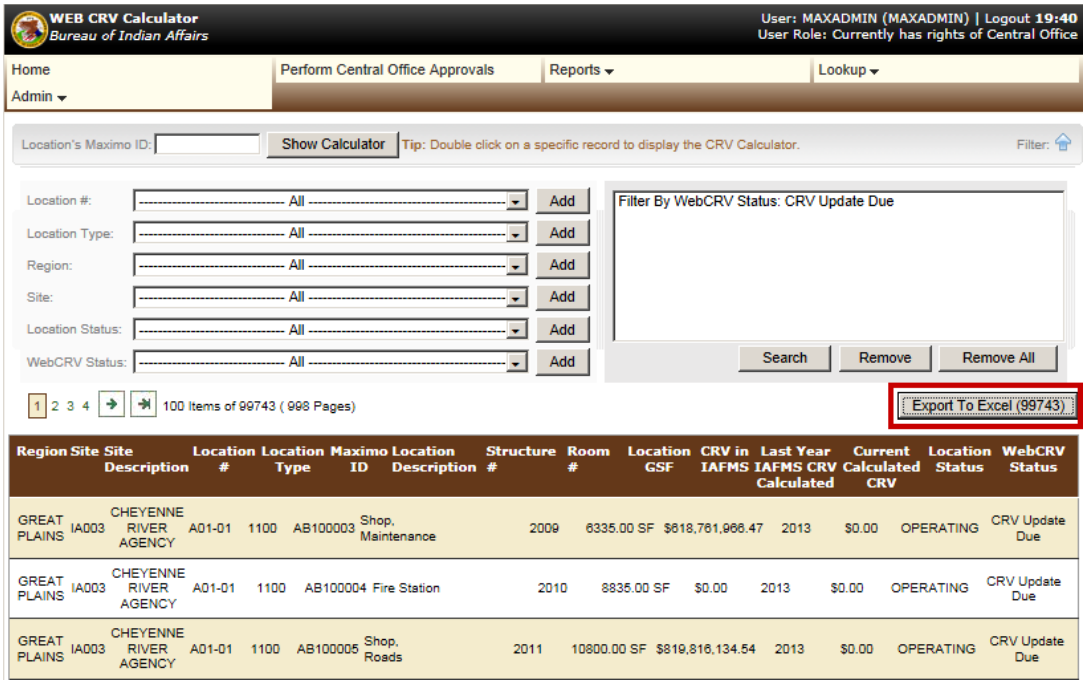

| Region | Site | Site Description | Location # | Location Type | Maximo ID | Location Description | Structure # | Room # | Location GSF | CRV in IAFMS | Last Year IAFMS CRV Calculated | Current Calculated CRV | Location Status | WebCRV Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105568 | BUILDING / STORAGE / NHEATED | | 904 | 1064.00 SF | $181,845.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105569 | BUILDING / SCHOOL / OTHER / DA.... | | 905 | 27813.00 SF | $7,219,420.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105570 | BUILDING / SHOP / FACMNGMT | | 906 | 985.00 SF | $179,073.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IE026 | CHITIMACHA DAY SCHOOL | S50-09 | 1100 | AB105571 | BUILDING / SCHOOL / OTHER / DA.... | | 907 | 988.00 SF | $256,455.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| EASTERN | IA002 | CHEROKEE AGENCY | S52-01 | 1100 | AB105572 | BUILDING / OFFICE | | 1 | 15943.00 SF | $3,478,125.00 | N/A | $0.00 | OPERATING | CRV Update Due |

To sort the column by descending order, click the up arrow. A down arrow will appear, as illustrated below. A down arrow means the column is sorted in descending order.




## 1.3.11 Exporting Search Results to Excel

You may export Location records search results data into Excel spreadsheet by clicking on the "**Export to Excel"** button, as shown below. Error! Reference source not found.




Upon clicking on the **Export to Excel** button, the Location records search results data is exported into Excel spreadsheet, as displayed below.

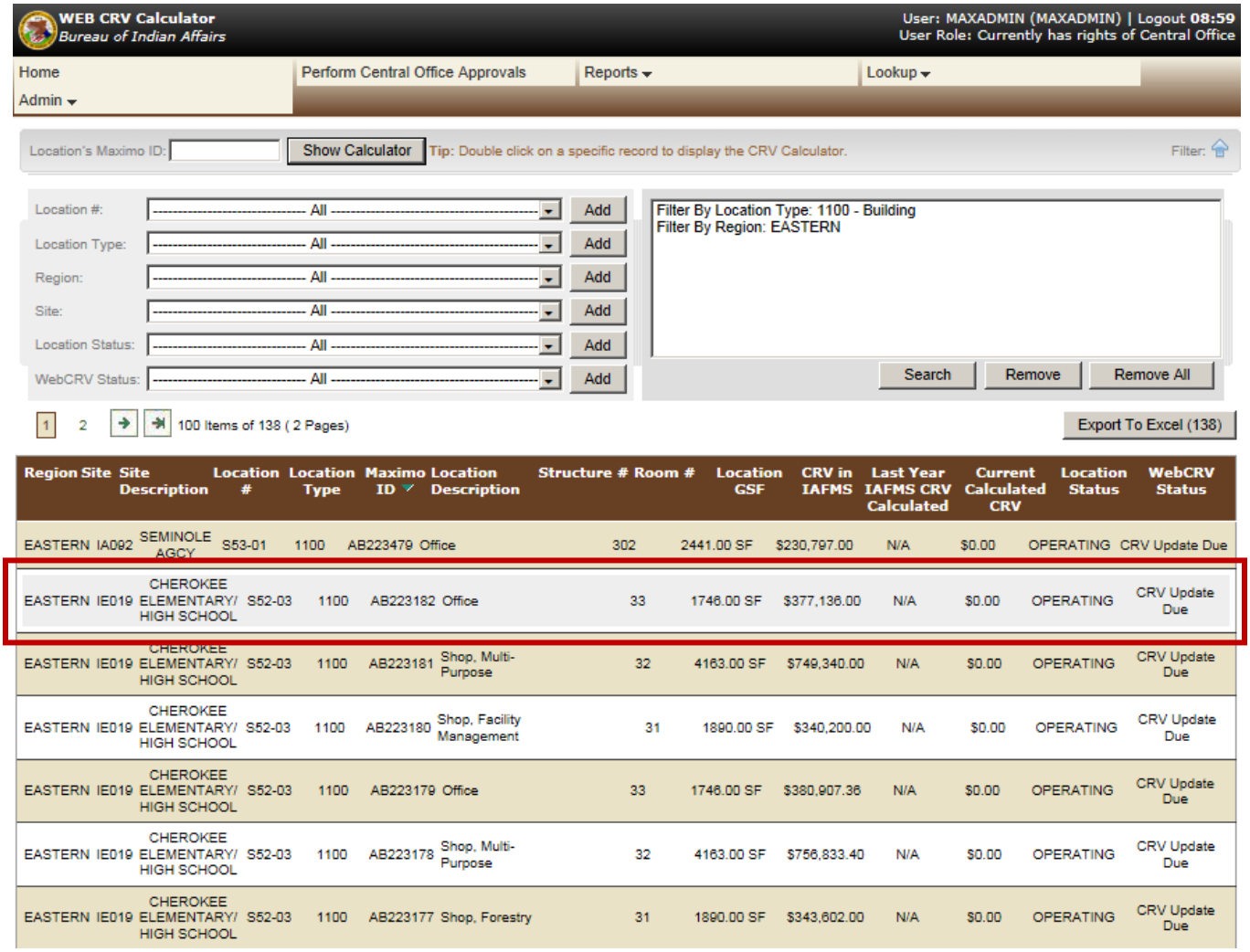
| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Site | Asset Code | Location | Description | Location Quantity | CRV in IAFMS | Last Year IAFMS CRV Calculated | Current WebCRV | IAFMS Location Status | WebCRV Status |
| 2 | IA003 | 1100 | A01-01 | Shop, Maintenance | 6335.00 SF | $618,761,966.47 | 2013 | $0.00 | OPERATING | CRV Update Due |
| 3 | IA003 | 1100 | A01-01 | Fire Station | 8835.00 SF | $0.00 | 2013 | $0.00 | OPERATING | CRV Update Due |
| 4 | IA003 | 1100 | A01-01 | Shop, Roads | 10800.00 SF | $819,816,134.54 | 2013 | $0.00 | OPERATING | CRV Update Due |
| 5 | IA003 | 1100 | A01-01 | Quarters, Multi-Family Housing | 2145.00 SF | $1,516,511.81 | 2013 | $0.00 | OPERATING | CRV Update Due |
| 6 | IA003 | 1100 | A01-01 | Quarters, Garage, Detached | 2120.00 SF | $1,380,025.75 | 2013 | $0.00 | OPERATING | CRV Update Due |
| 7 | IA003 | 1100 | A01-01 | Quarters, Multi-Family Housing | 2145.00 SF | $71,486.80 | 2013 | $0.00 | OPERATING | CRV Update Due |
| 8 | IA003 | 1100 | A01-01 | Quarters, Multi-Family Housing | 9418.00 SF | $1,982,860.28 | N/A | $0.00 | OPERATING | CRV Update Due |
| 9 | IA003 | 1100 | A01-01 | Quarters, Garage, Detached | 2120.00 SF | $379,271.20 | 2013 | $0.00 | OPERATING | CRV Update Due |
| 10 | IA003 | 1100 | A01-01 | Quarters, Multi-Family Housing | 7352.00 SF | $1,547,887.62 | N/A | $0.00 | OPERATING | CRV Update Due |
| 11 | IA003 | 1100 | A01-01 | Quarters, Garage, Detached | 2120.00 SF | $3,033.02 | 2013 | $0.00 | OPERATING | CRV Update Due |
| 12 | IA003 | 1100 | A01-01 | Quarters, Multi-Family Housing | 7352.00 SF | $71,486.80 | 2013 | $0.00 | OPERATING | CRV Update Due |
| 13 | IA003 | 1100 | A01-01 | Quarters, Single-Family | 2574.00 SF | $462,573.94 | N/A | $0.00 | OPERATING | CRV Update Due |
| 14 | IA003 | 1100 | A01-01 | Quarters, Single-Family | 2236.00 SF | $1,170,085,561.71 | 2013 | $0.00 | OPERATING | CRV Update Due |
| 15 | IA003 | 1100 | A01-01 | Quarters, Garage, Detached | 264.00 SF | $25,166.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| 16 | IA003 | 1100 | A01-01 | Quarters, Single-Family | 1698.00 SF | $305,148.27 | N/A | $0.00 | OPERATING | CRV Update Due |
| 17 | IA003 | 1100 | A01-01 | Quarters, Multi-Family Housing | 3997.00 SF | $841,526.95 | N/A | $0.00 | OPERATING | CRV Update Due |
| 18 | IA003 | 1100 | A01-01 | Quarters, Garage, Detached | 1080.00 SF | $102,950.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| 19 | IA003 | 1100 | A01-01 | Quarters, Multi-Family Housing | 4160.00 SF | $875,843.72 | N/A | $0.00 | OPERATING | CRV Update Due |
| 20 | IA003 | 1100 | A01-01 | Quarters, Single-Family | 2270.00 SF | $407,943.04 | N/A | $0.00 | OPERATING | CRV Update Due |
| 21 | IA003 | 1100 | A01-01 | Quarters, Garage, Detached | 533.00 SF | $50,807.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| 22 | IA003 | 1100 | A01-01 | Quarters, Single-Family | 2080.00 SF | $373,797.97 | N/A | $0.00 | OPERATING | CRV Update Due |
| 23 | IA003 | 1100 | A01-01 | Quarters, Single-Family | 2744.00 SF | $493,124.42 | N/A | $0.00 | OPERATING | CRV Update Due |
| 24 | IA003 | 1100 | A01-01 | Quarters, Single-Family | 2601.00 SF | $467,426.99 | N/A | $0.00 | OPERATING | CRV Update Due |
| 25 | IA003 | 1100 | A01-01 | Quarters, Multi-Family Housing | 4160.00 SF | $875,843.72 | N/A | $0.00 | OPERATING | CRV Update Due |
| 26 | IA003 | 1100 | A01-01 | Quarters, Garage, Detached | 1084.00 SF | $103,331.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| 27 | IA003 | 1100 | A01-01 | Quarters, Multi-Family Housing | 4160.00 SF | $875,843.72 | N/A | $0.00 | OPERATING | CRV Update Due |
| 28 | IA003 | 1100 | A01-01 | Quarters, Single-Family | 2552.00 SF | $458,620.80 | N/A | $0.00 | OPERATING | CRV Update Due |
| 29 | IA003 | 1100 | A01-01 | Quarters, Garage, Detached | 532.00 SF | $50,712.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| 30 | IA003 | 1100 | A01-01 | Quarters, Single-Family | 1498.00 SF | $269,205.40 | N/A | $0.00 | OPERATING | CRV Update Due |
| 31 | IA003 | 1100 | A01-01 | Quarters, Single-Family | 1696.00 SF | $304,789.72 | N/A | $0.00 | OPERATING | CRV Update Due |

## 1.4 CRV Calculator Page

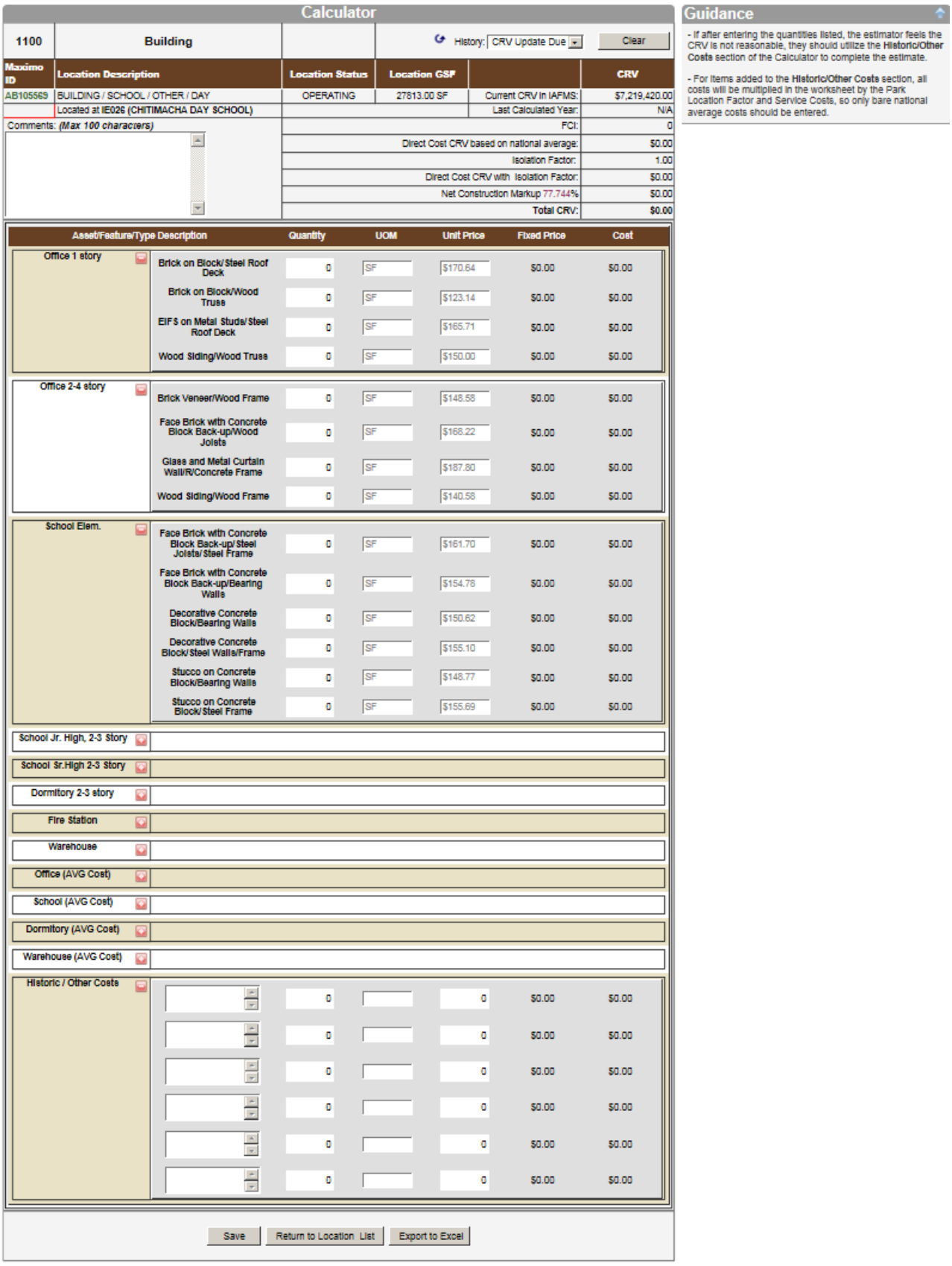
The **CRV Calculator** allows you to review locations' CRVs, as well as recording and reporting of the CRV data. You can access the **CRV Calculator** for any given Location record regardless of the WebCRV Status. The Central Office is responsible for calculating operating location's CRV and then sending the location record to another designated Central Office user to review and approve.

### 1.4.1 Viewing CRV Calculator

1) The **CRV Calculator** can be accessed for operating location records by double-clicking on any of the location records displayed in the **Location Records Search and Filter** section, as shown below.




2) Upon double-clicking on the Location record, the **CRV Calculator** will display on the **CRV Calculator** page, as shown below**.**



Calculator

| 1100 | Building | | History: CRV Update Due | Clear |
|---|---|---|---|---|

| Maximo ID | Location Description | Location Status | Location GSF | | CRV |
|---|---|---|---|---|---|
| AB105569 | BUILDING / SCHOOL / OTHER / DAY | OPERATING | 27813.00 SF | Current CRV in IAFMS: | $7,219,420.00 |
| | Located at IE026 (CHITIMACHA DAY SCHOOL) | | | Last Calculated Year: | N/A |
| Comments: (Max 100 characters) | | | | FCI: | 0 |
| | | | | Direct Cost CRV based on national average: | $0.00 |
| | | | | Isolation Factor: | 1.00 |
| | | | | Direct Cost CRV with Isolation Factor: | $0.00 |
| | | | | Net Construction Markup 77.744% | $0.00 |
| | | | | Total CRV: | $0.00 |

| Asset/Feature/Type Description | | Quantity | UOM | Unit Price | Fixed Price | Cost |
|---|---|---|---|---|---|---|
| Office 1 story | Brick on Block/ Steel Roof Deck | 0 | SF | $170.64 | $0.00 | $0.00 |
| | Brick on Block/Wood Truss | 0 | SF | $123.14 | $0.00 | $0.00 |
| | EIFS on Metal Studs/ Steel Roof Deck | 0 | SF | $165.71 | $0.00 | $0.00 |
| | Wood Siding/Wood Truss | 0 | SF | $150.00 | $0.00 | $0.00 |
| Office 2-4 story | Brick Veneer/Wood Frame | 0 | SF | $148.58 | $0.00 | $0.00 |
| | Face Brick with Concrete Block Back-up/Wood Joists | 0 | SF | $168.22 | $0.00 | $0.00 |
| | Glass and Metal Curtain Wall/R/Concrete Frame | 0 | SF | $187.80 | $0.00 | $0.00 |
| | Wood Siding/Wood Frame | 0 | SF | $140.58 | $0.00 | $0.00 |
| School Elem. | Face Brick with Concrete Block Back-up/ Steel Joists/ Steel Frame | 0 | SF | $161.70 | $0.00 | $0.00 |
| | Face Brick with Concrete Block Back-up/Bearing Walls | 0 | SF | $154.78 | $0.00 | $0.00 |
| | Decorative Concrete Block/Bearing Walls | 0 | SF | $150.62 | $0.00 | $0.00 |
| | Decorative Concrete Block/ Steel Walls/Frame | 0 | SF | $155.10 | $0.00 | $0.00 |
| | Stucco on Concrete Block/Bearing Walls | 0 | SF | $148.77 | $0.00 | $0.00 |
| | Stucco on Concrete Block/ Steel Frame | 0 | SF | $155.69 | $0.00 | $0.00 |
| School Jr. High, 2-3 Story | | | | | | |
| School Sr.High 2-3 Story | | | | | | |
| Dormitory 2-3 story | | | | | | |
| Fire Station | | | | | | |
| Warehouse | | | | | | |
| Office (AVG Cost) | | | | | | |
| School (AVG Cost) | | | | | | |
| Dormitory (AVG Cost) | | | | | | |
| Warehouse (AVG Cost) | | | | | | |
| Historic / Other Costs | | 0 | | 0 | $0.00 | $0.00 |
| | | 0 | | 0 | $0.00 | $0.00 |
| | | 0 | | 0 | $0.00 | $0.00 |
| | | 0 | | 0 | $0.00 | $0.00 |
| | | 0 | | 0 | $0.00 | $0.00 |
| | | 0 | | 0 | $0.00 | $0.00 |

Save | Return to Location List | Export to Excel

Guidance

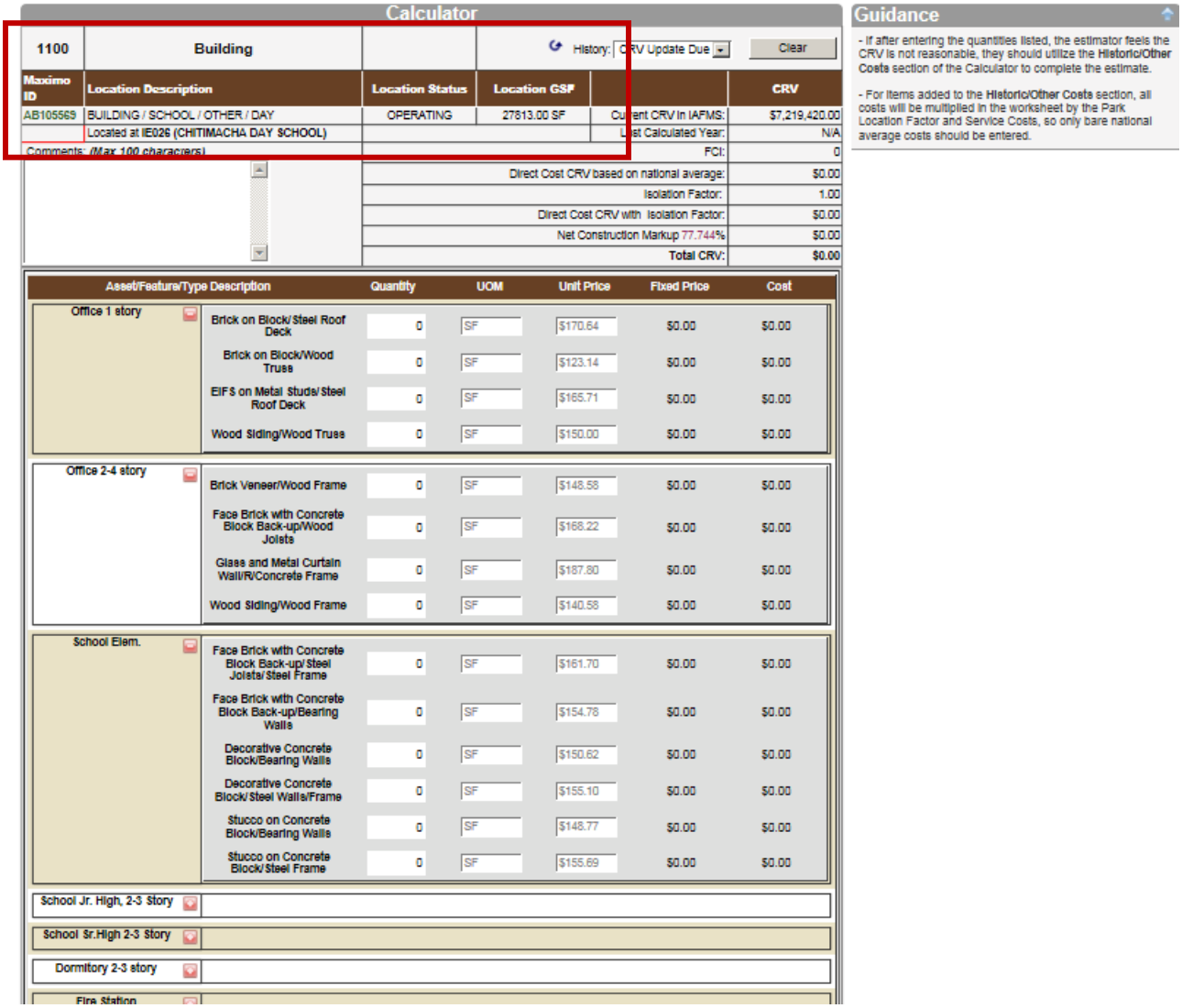
- If after entering the quantities listed, the estimator feels the CRV is not reasonable, they should utilize the **Historic/Other Costs** section of the Calculator to complete the estimate.

- For items added to the **Historic/Other Costs** section, all costs will be multiplied in the worksheet by the Park Location Factor and Service Costs, so only bare national average costs should be entered.

### 1.4.2 Location Data Detail Section

The top left section of the **CRV Calculator** displays the following basic information for the selected Location as shown below**:**

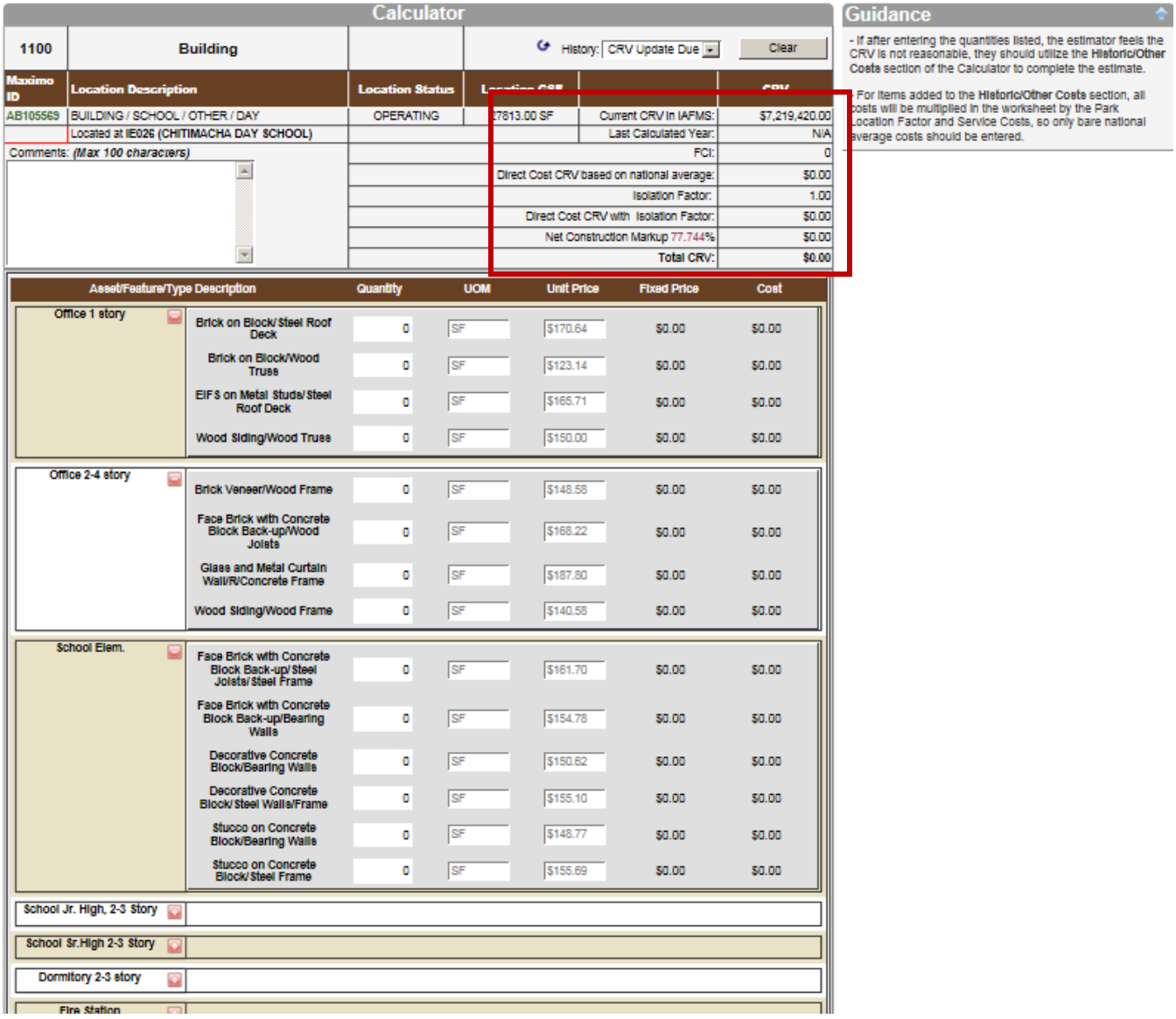
- **Maximo ID -** *Location's identifier.*
- **Location Description –***Text about the Location.*
- **Location Status -** *Current status of the given Location. The Location Status can be one of the following:*
  - *Operating*
  - *Decomposed*
  - *Planned*
  - *Not Ready*
- **Location GSF –** *Gross Square Feet is the total square feet of the Location.*



### 1.4.3 CRV Data Detail

The top right section of the CRV **Calculator** shows the current CRV information in the **CRV** column for the given Location record, as shown below**.** The CRV Calculator will display the following CRV information for the given Location:

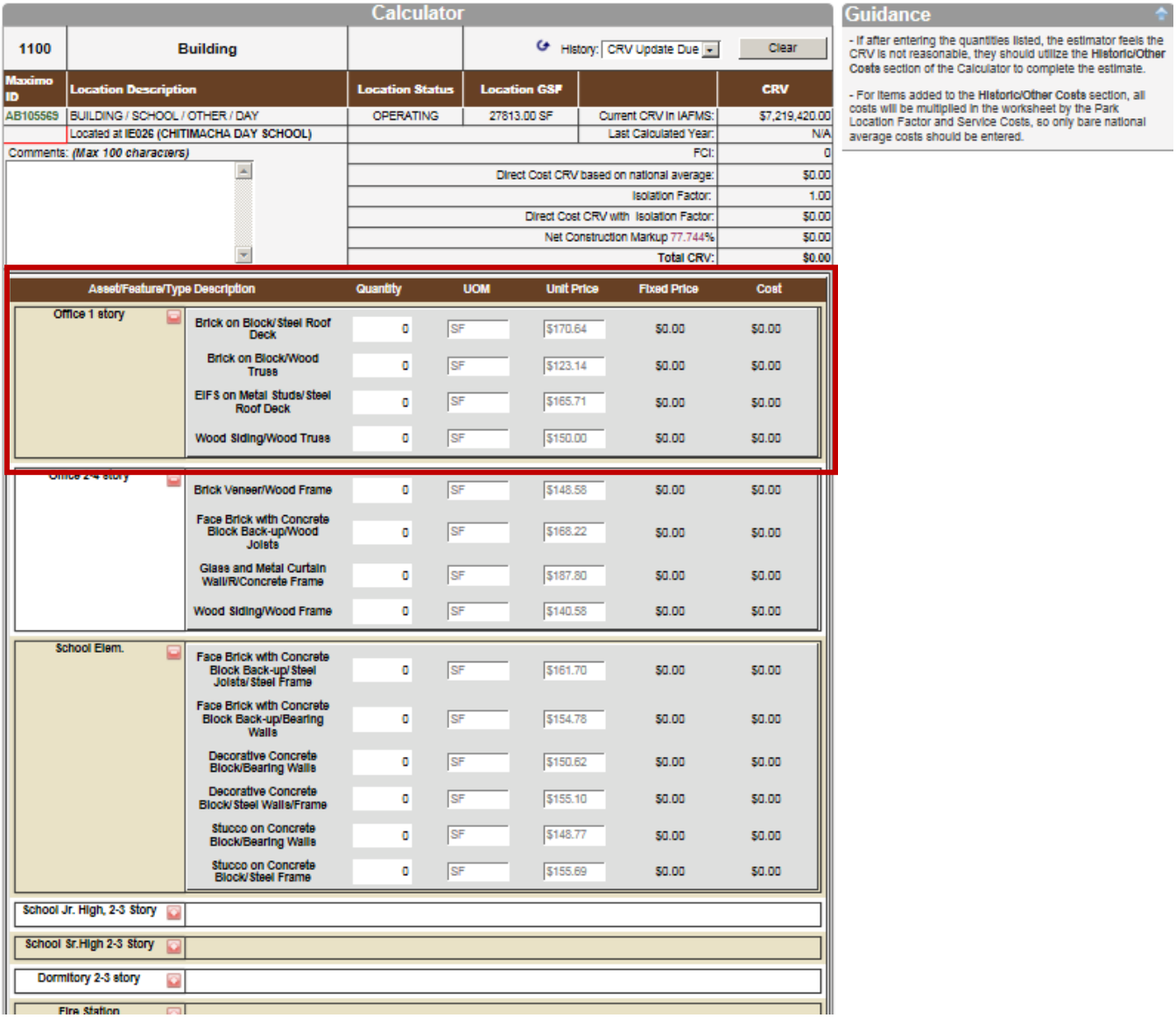
- **Current CRV in IA-FMS -** *dollar amount of the last approved CRV for the given location.*
- **Last Calculated Year –** the *last year a CRV for the given location was approved.*
- **FCI –** *the condition of the constructed asset by calculating the sum of all deficiencies and dividing the sum by the CRV value. The higher the FCI, the poorer the condition of the asset*
- **Direct Cost CRV based on national average –** *The calculated sum of all assembly costs in the CRV calculator. The Direct Cost CRV based on national average is dynamically calculated, when user enters quantities needed.*
- **Isolation Factor –** *A calculation is used to regulate cost values based on the geographic location and the economic norms of the region by multiplying the Isolation Factor of the region by the entire calculated value of the CRV.*
- **Direct Cost CRV with Isolation Factor –** *The total cost after the Isolation Factor is applied.*
- **Net Construction Markup** – *A calculation is used to standardize construction costs nationwide. The Net Construction Markup is measured in percentages. The same percentage is applied to all CRV calculations.*
- **Total CRV -** *The total Current Replacement Value is calculated by adding Direct Cost with Isolation Factor and the Net Construction Markup.*




## 1.4.4 Assemblies Data Detail

The CRV Calculator is divided up into location components which are referred to as assets. Within those assets, the components are identified as assemblies. The **CRV Calculator** provides the following fields for each of location's Assembly, as shown below**.**

- **Asset/Feature/Type Description** – *a text description of the Asset.*
- **Quantity** – *the number of Assets.*
- **UOM** – *the Unit of Measure the Assets are sold in.*
- **Unit Price** – *The cost of the unit of the Asset.*
- **Fixed Price** – *The base cost of buying any number of the item.*
- **Cost** – *The product of the Fixed Price plus the Quantity multiplied by the Unit Price.*



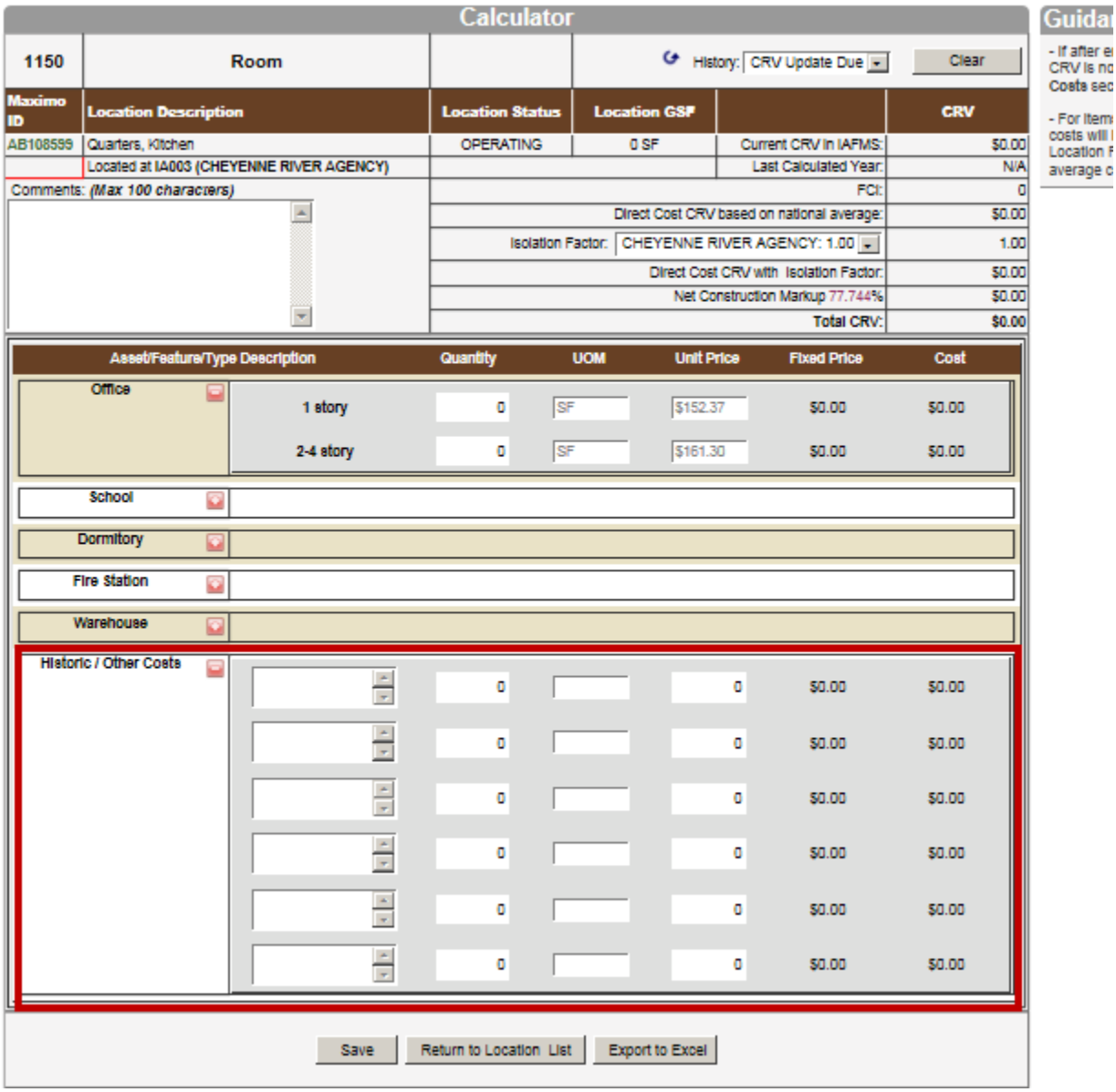

The Assemblies UOM, Fixed Costs and Costs field values are predetermined. The user may not modify any of these fields in the **CRV Calculator** interface.

When the value of the Quantity is updated in the **CRV Calculator**, the Cost field is dynamically updated. These changes are also reflected in the overall CRV calculations and the percentage value of the Net Construction Markup.

### 1.4.5 Historic/Other Costs Asset Component

In case the CRV Calculator does not contain the assembly required for the specific Location, you can use **Historic/Other Costs** component to add up to six custom assemblies.

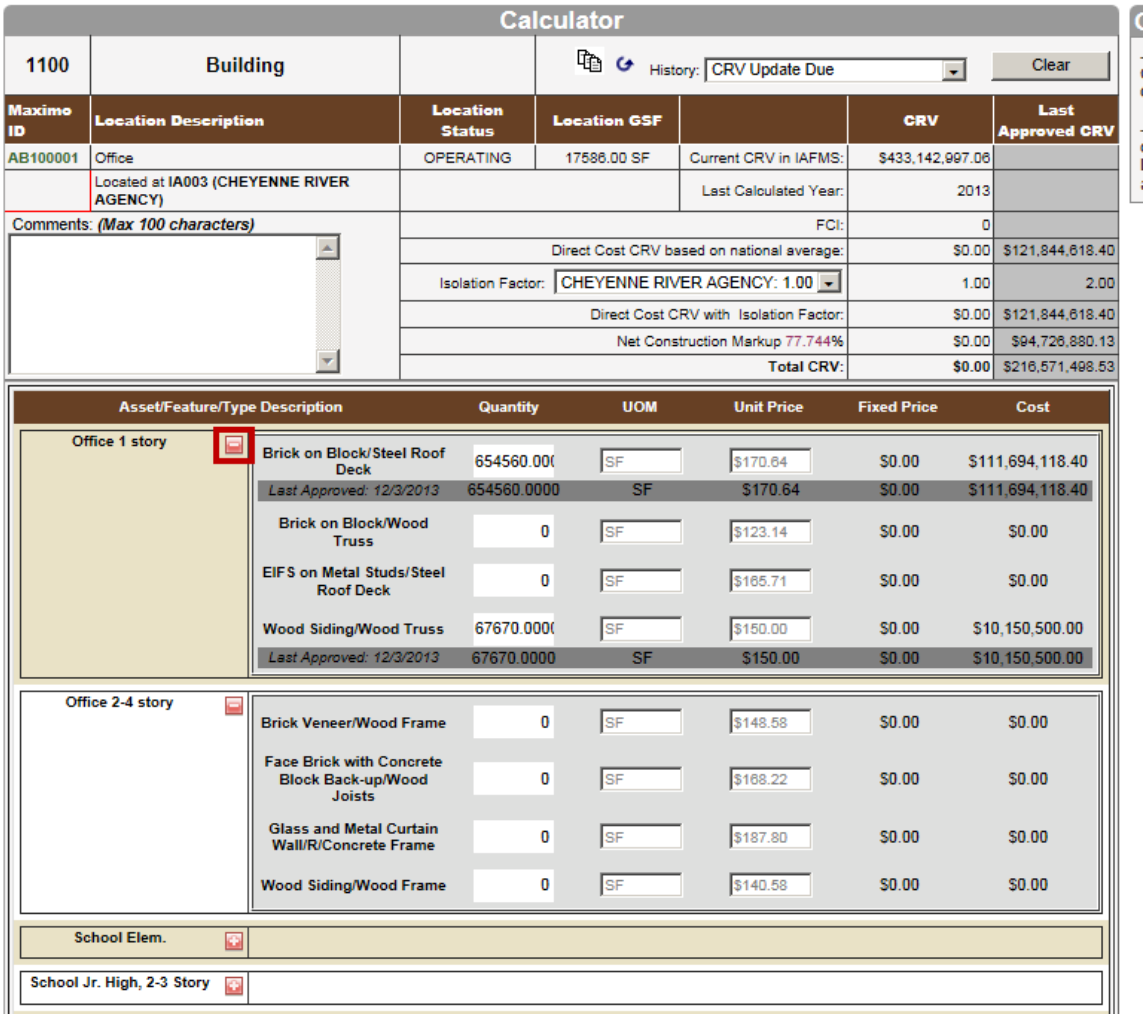
The Historic/Other Costs section mirrors the format of other fixed Assembly components of the **CRV Calculator**, as shown below.



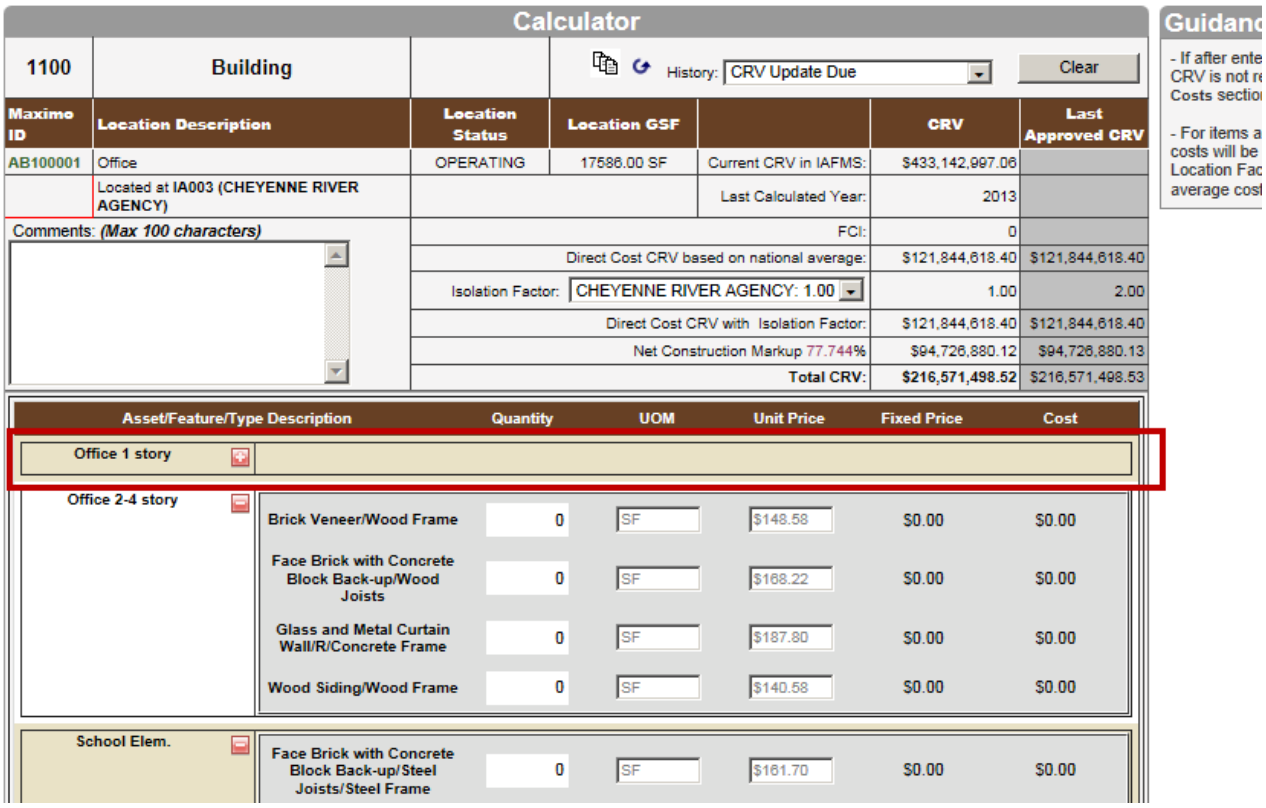

When the values of Quantity and Unit Price are entered, the Cost field is dynamically updated for each Assembly of the **Historic/Other Costs** component and the total CRV costs.

### 1.4.6 Hiding/Unhiding Asset Components

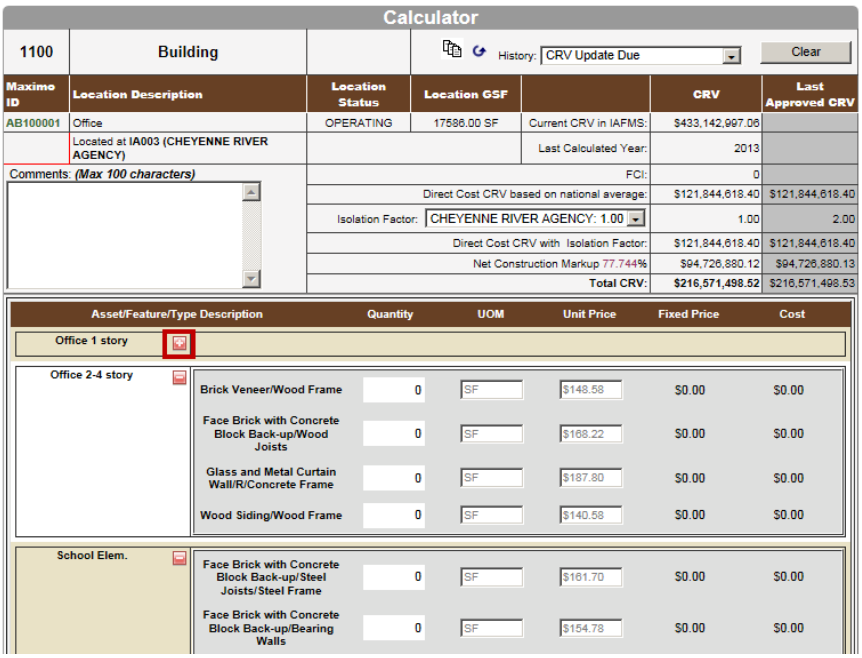
You can hide any given Asset's detail data on the **CRV Calculator** by clicking on the button with the illustrated minus sign shown below**.**




Upon clicking on the button with the minus sign, the Asset component will collapse into one row and the button, with an illustrated plus sign, will display as shown below**.**



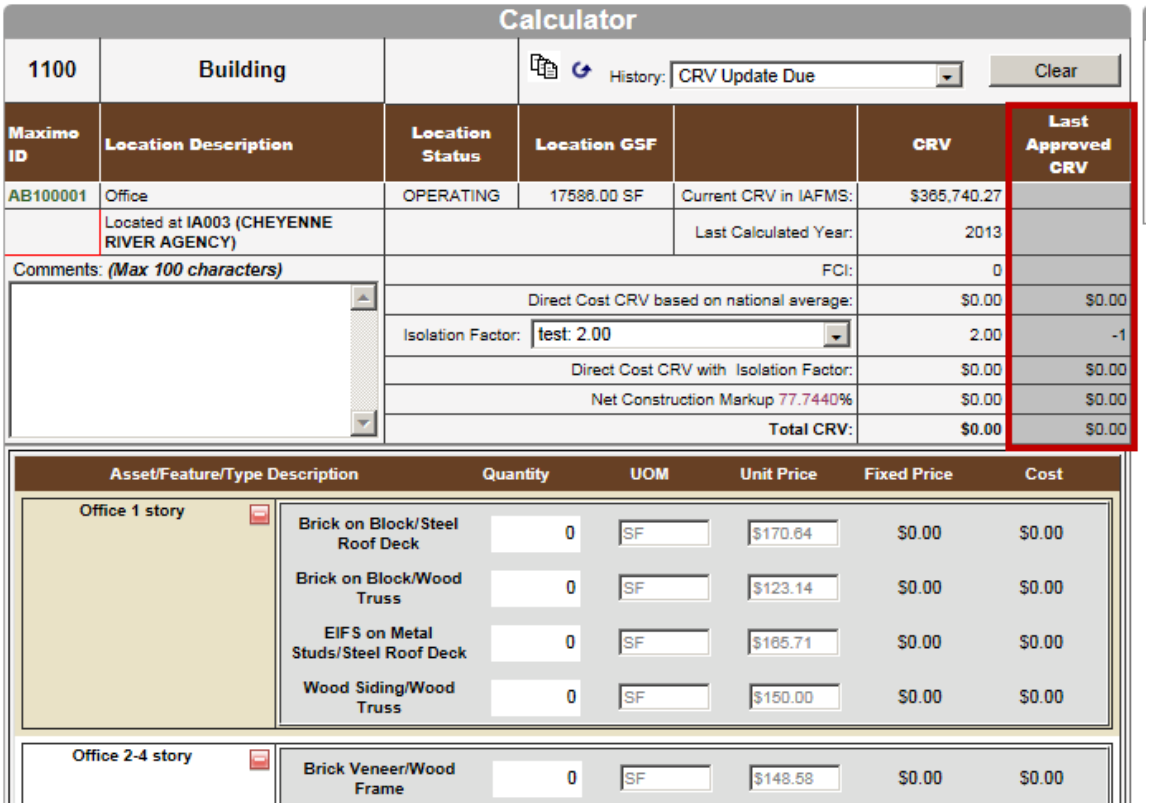

To expand the Asset component again, click on the button with the plus sign, as illustrated below.



### 1.4.7 Approved CRV Data Detail

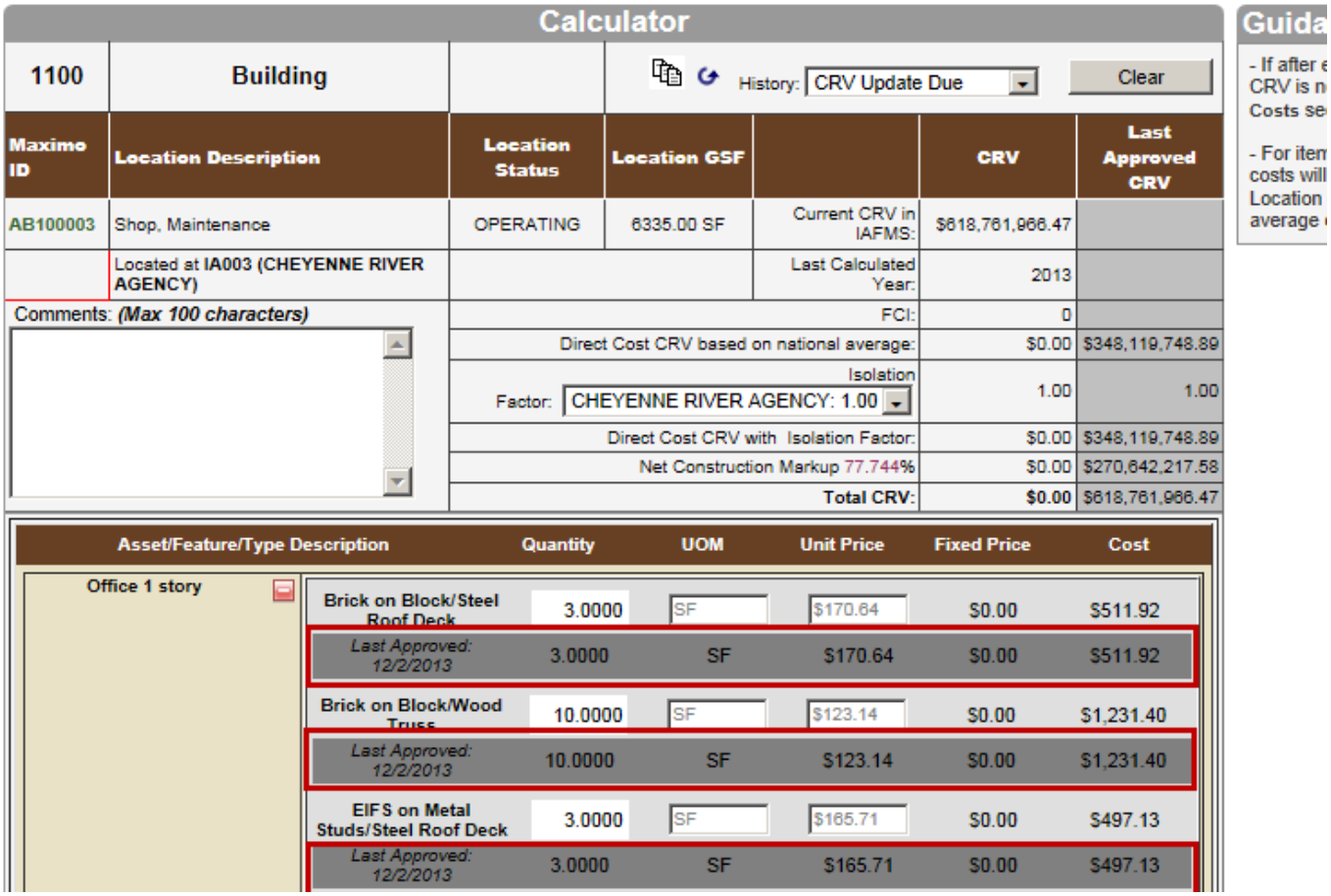
If the given Location record has previously approved CRV and is eligible for CRV update (Location's WebCRV Status is "CRV Update Due"), the **CRV Calculator** will display previously approved CRV totals in the "Last Approved CRV" column, as shown below**.** If a previous approved CRV does not exist, this column will not be visible.

The "Last Approved CRV" column is synonymous to the current "CRV "column. See Section 1.4.3 for the list of the CRV data detail fields.



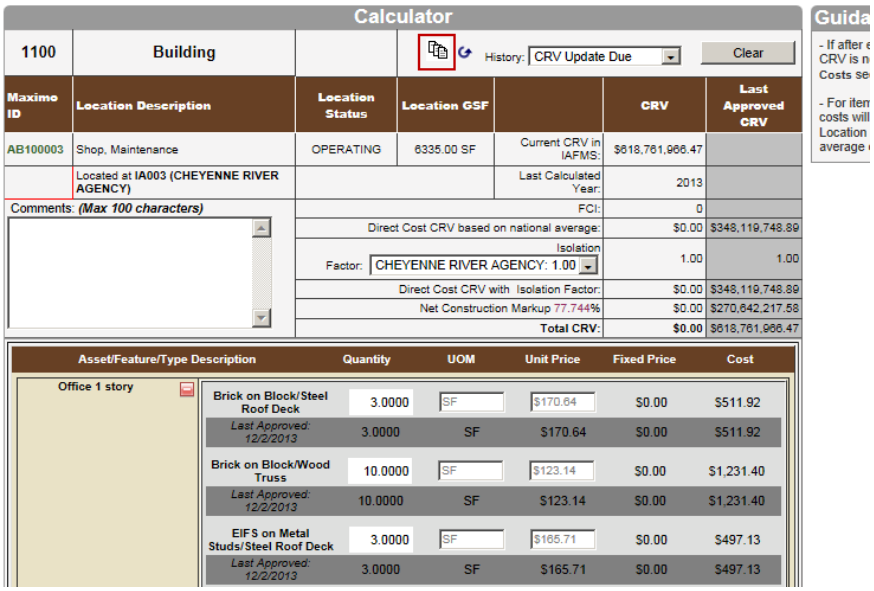
Additionally, if the Location record has previously approved CRV, the **CRV Calculator** will add one row for each Assembly that had the Quantity field populated in previously approved CRV, as illustrated below**.** For those Assemblies that did not have Quantities field populated in previously approved CRV, the additional row will not be revealed.

The added row mirrors the format of the current Assembly row. See Section 1.4.4 for Assembly data details.

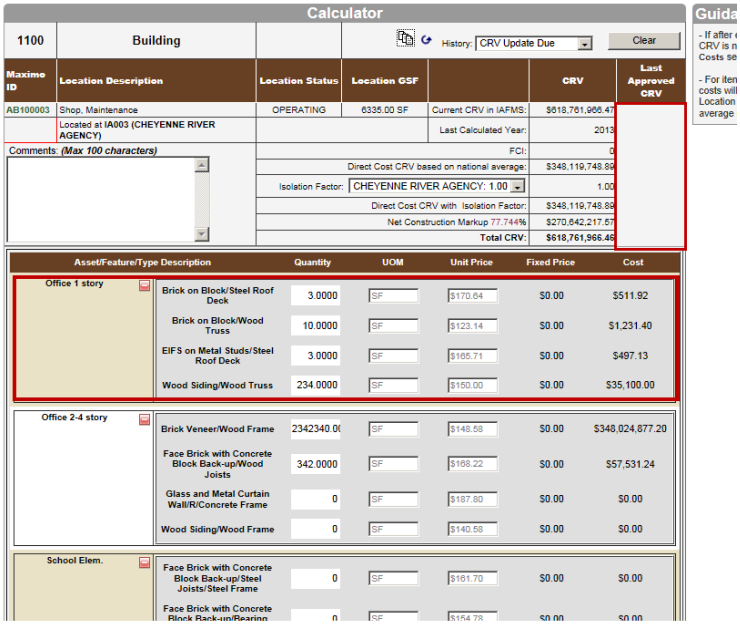


## 1.4.8 Hiding/Unhiding Previously Approved CVR data

If you no longer want to view the values of the previously approved CRV data, click on the **Merge Last Approved CRV Values** button, as shown below**.** The **Merge Last Approved CRV Values** button is visible on the **CRV Calculator** only when Location has previously approved CRV data. If the Location does not have previously approved CRV, the button will not be displayed.




Upon clicking on the **Merge Last Approved CRV Values** button, **CRV Calculator** hides the **"Last Approved CRV"** column data and the Assembly data as shown below**.**

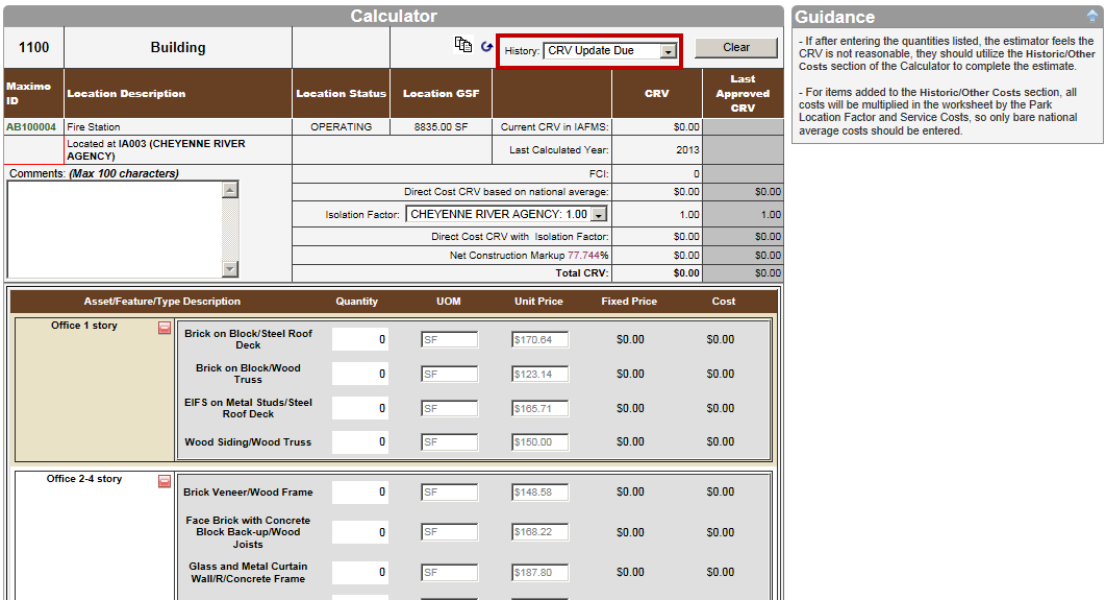



If you want to unhide the previous CVR totals and Assemblies, click on the same **Merge Last Approved CRV Values** button shown above**.**

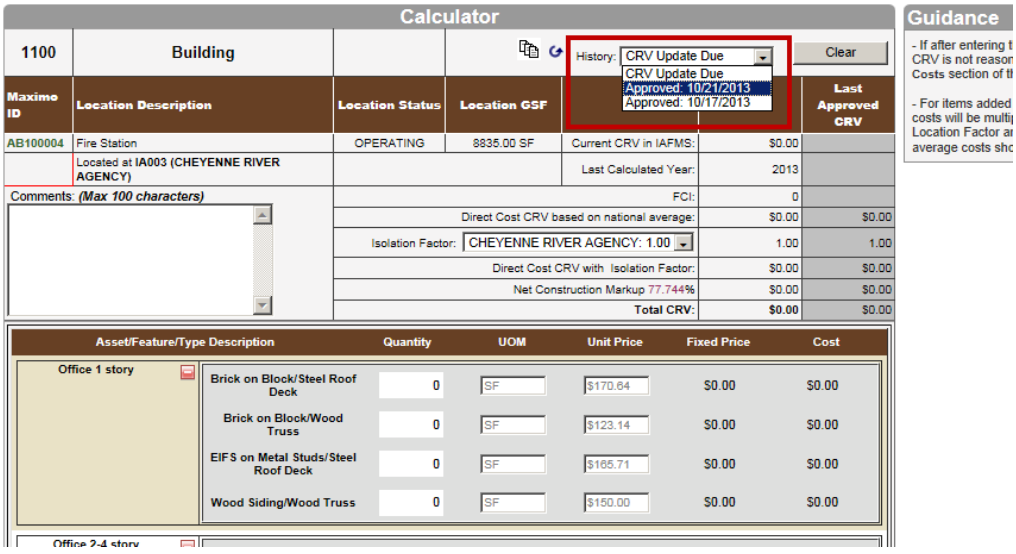
### 1.4.9 History Dropdown Field

The **History** field displays the Location's current CRV Status (WebCRV Status), as shown below. The values in the list can be one of the following:

- Approved: [Date: mm/dd/yyy]
- Pending CO Approval
- CRV Update Due
- CRV Update Due (Rejected).




If the Location had been approved in the past, the previously approved status will appear in the History dropdown list, as shown below.



Upon selecting CRV status from the **History** dropdown field, the **CRV Calculator** will dynamically display the corresponding CRV data.

### 1.4.10 Recalculating CRV

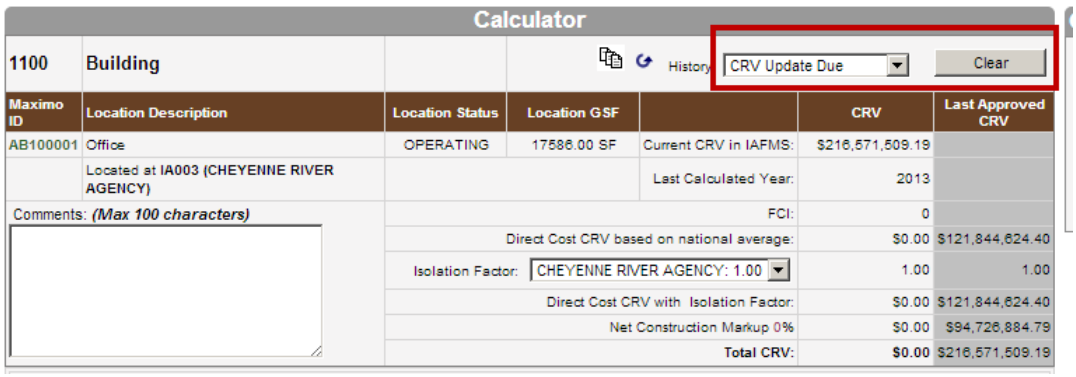
Depending on the status displayed in the History dropdown field, the user's options to recalculate Location's CRV in the CRV Calculator will vary.

The CRV statuses (WebCRV Status) will only be one of the following:

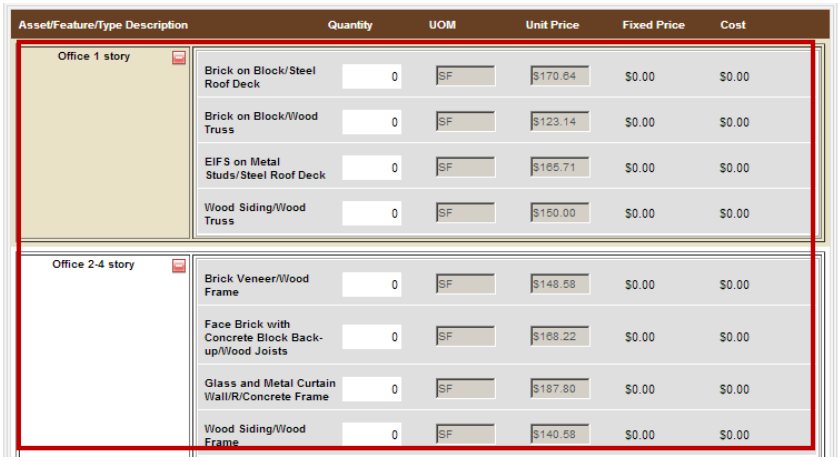
- **CRV Update Due** – *Location requires a new CRV.*
- **CRV Update Due (Rejected) –** *Location requires a new CRV, because the previously submitted CRV had been rejected.*
- **Pending CO Approval –** *Location's CRV is pending for approval.*
- **Approved –** *Location's CRV is approved, no further action is required.*

### 1.4.11 CRV Update Due/ CRV Update Due (Rejected) Status

If the CRV Status is "CRV Update Due" or "CRV Update Due (Rejected)", the "**Clear"** button is displayed as illustrated below.



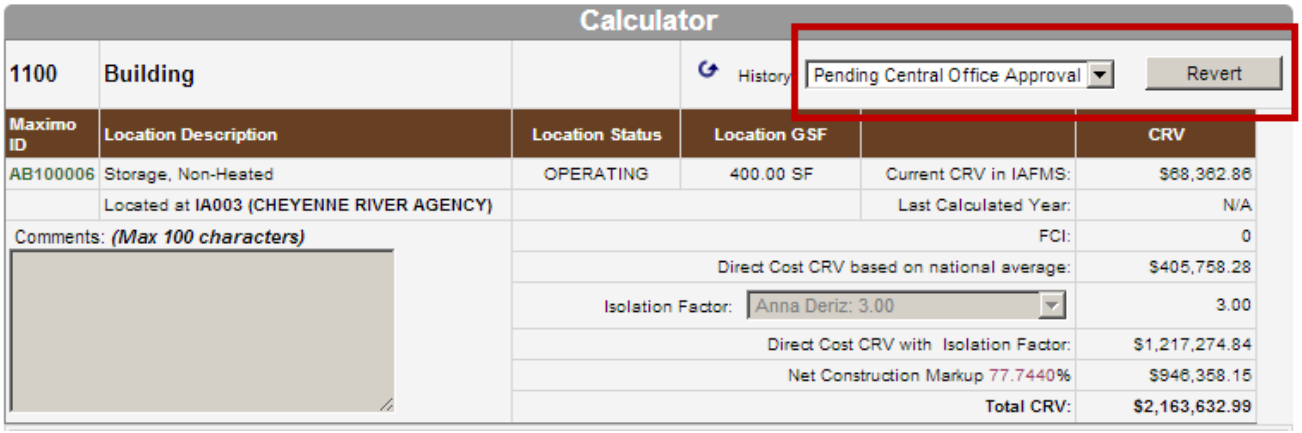
Upon clicking on the **"Clear"** button, the **CRV Calculator** fields will revert to default state to perform new CRV calculations, as shown below.



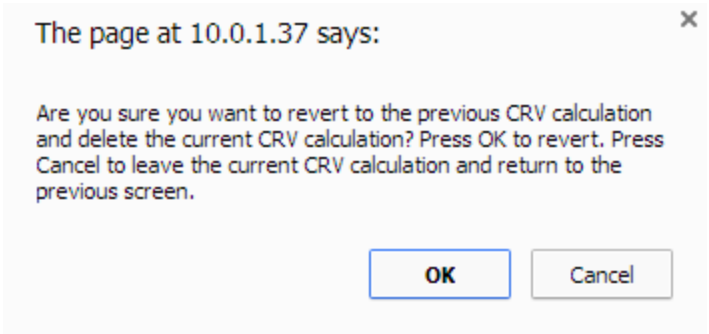

If the given Location record has previously approved CRV, the **CRV Calculator** will revert to previously approved CRV values.

### 1.4.12 Pending CO Approval Status

If the CRV Status is "Pending CO Approval", the "**Revert"** button is shown, as displayed below. The **Revert** button allows user to undo/reject the CRV calculation for the approval process and return to previous CRV Status of "CRV Update Due". This action will permit a user to recalculate current CRV and resubmit request for approval.



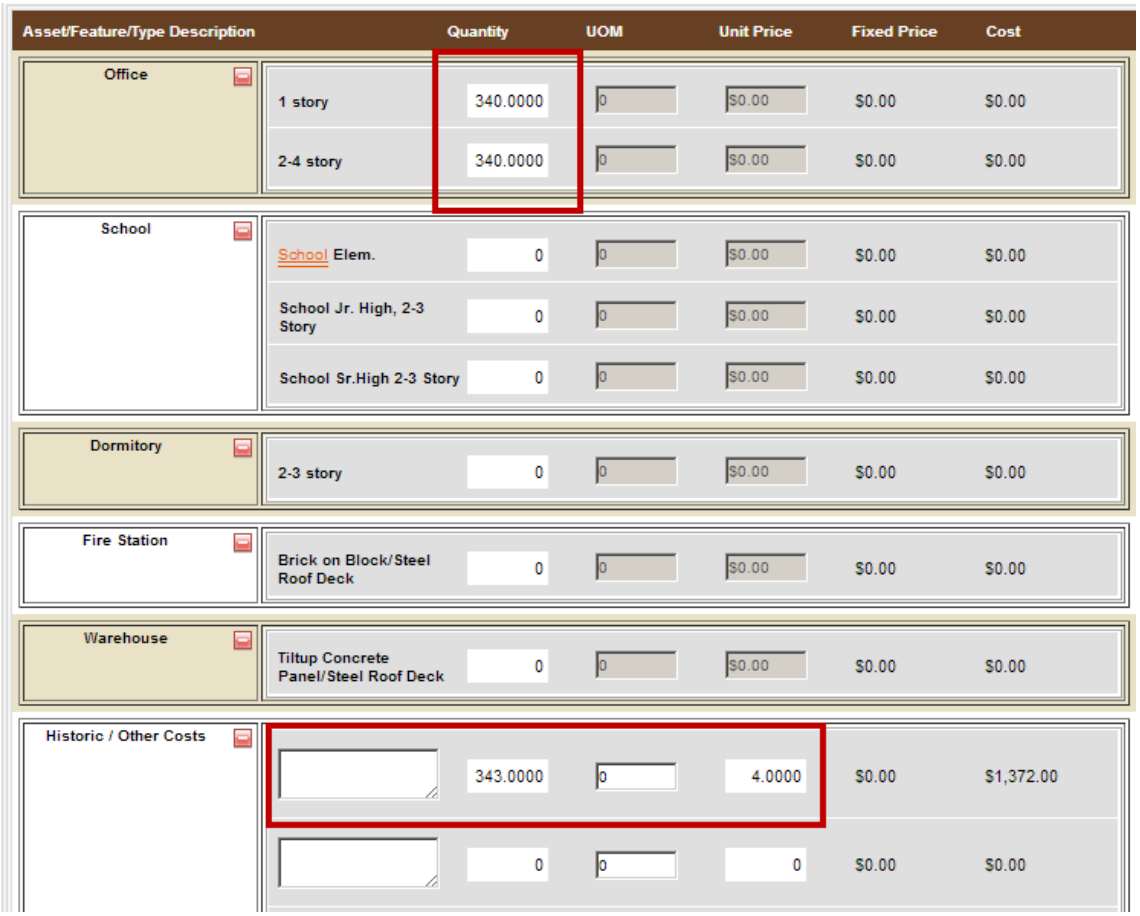

Clicking on the "**Revert"** button will trigger a warning message, shown below, that the request to approve current CRV calculation will be deleted and the location's CRV will revert to previous CRV state.




The warning message provides you with an option to either cancel or proceed with reverting Location's CRV to previous status of "CRV Update Due" by clicking on the **"OK"** button or the **"Cancel"** button.

If you click on the **OK** button of the warning message, the Location's CRV will revert to "CRV Update Due" status.

The CRV Calculator will retain previous CRV values as editable entries as shown below**.**

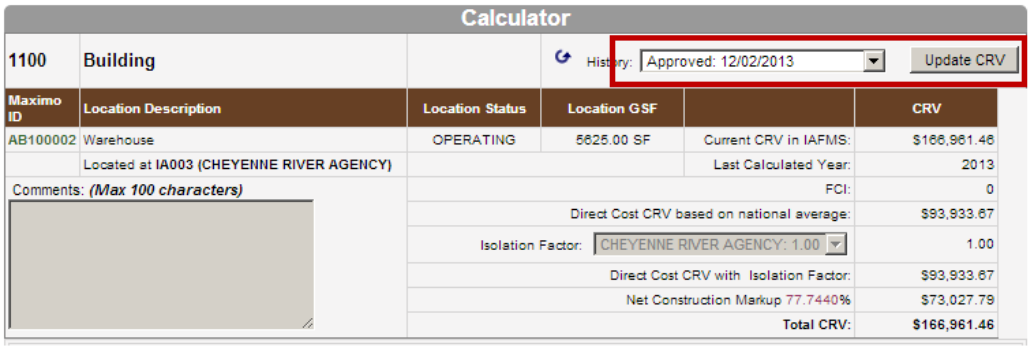


| Asset/Feature/Type Description | Quantity | UOM | Unit Price | Fixed Price | Cost |
|---|---|---|---|---|---|
| Office | | | | | |
| 1 story | 340.0000 | 0 | $0.00 | $0.00 | $0.00 |
| 2-4 story | 340.0000 | 0 | $0.00 | $0.00 | $0.00 |
| School | | | | | |
| School Elem. | 0 | 0 | $0.00 | $0.00 | $0.00 |
| School Jr. High, 2-3 Story | 0 | 0 | $0.00 | $0.00 | $0.00 |
| School Sr.High 2-3 Story | 0 | 0 | $0.00 | $0.00 | $0.00 |
| Dormitory | | | | | |
| 2-3 story | 0 | 0 | $0.00 | $0.00 | $0.00 |
| Fire Station | | | | | |
| Brick on Block/Steel Roof Deck | 0 | 0 | $0.00 | $0.00 | $0.00 |
| Warehouse | | | | | |
| Tiltup Concrete Panel/Steel Roof Deck | 0 | 0 | $0.00 | $0.00 | $0.00 |
| Historic / Other Costs | | | | | |
| | 343.0000 | 0 | 4.0000 | $0.00 | $1,372.00 |
| | 0 | 0 | 0 | $0.00 | $0.00 |

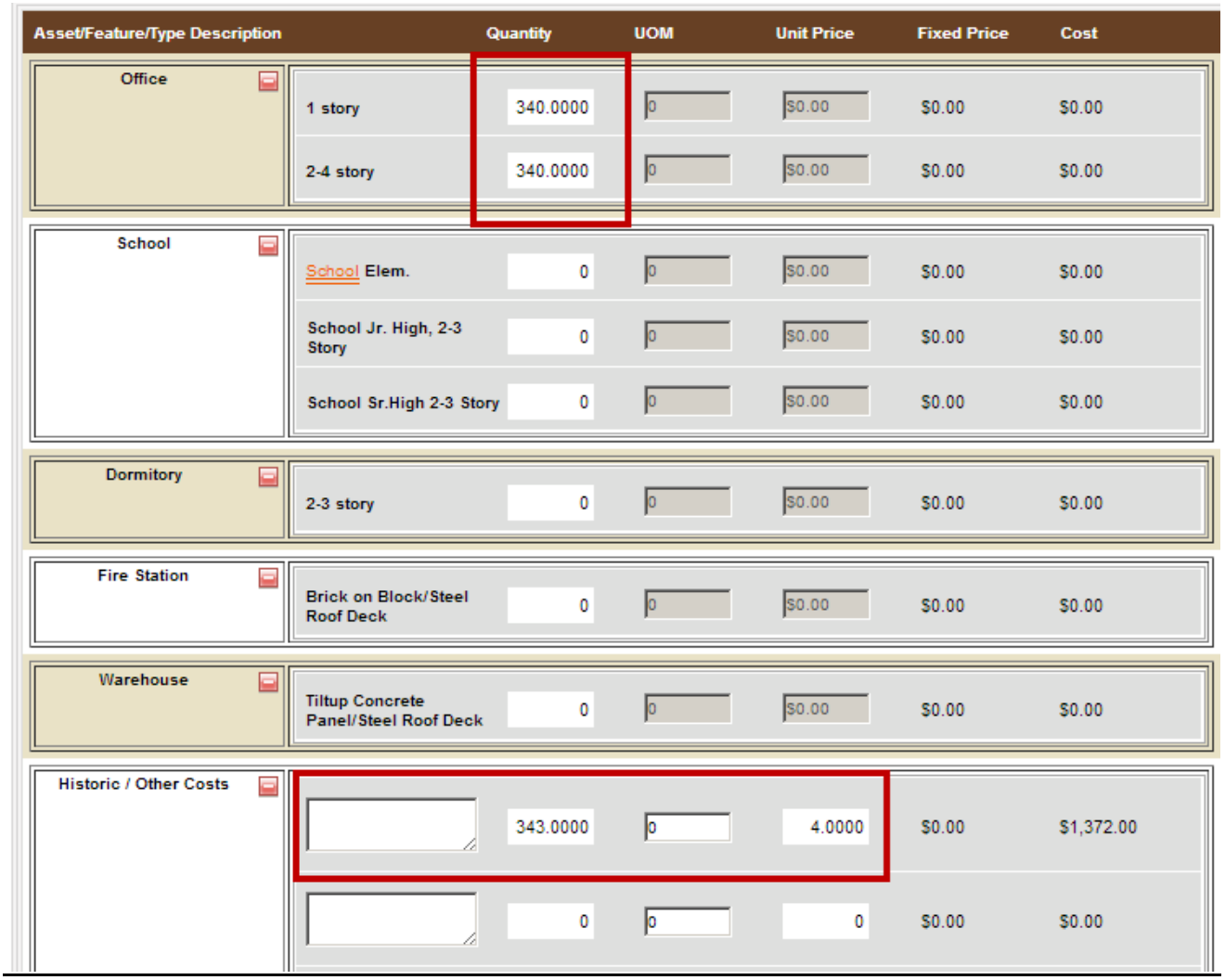
If you click on the **Cancel** button of the warning message, displayed above, the status of the CRV will remain unchanged.

### 1.4.13 Approved Status

If the CRV Status is "Approved", CRV Calculator displays **"Update CRV"** button, as shown below**.** The **"Update CRV"** button allows to revert CRV Status to "CRV Update Due" in order to recalculate the approved CRV.

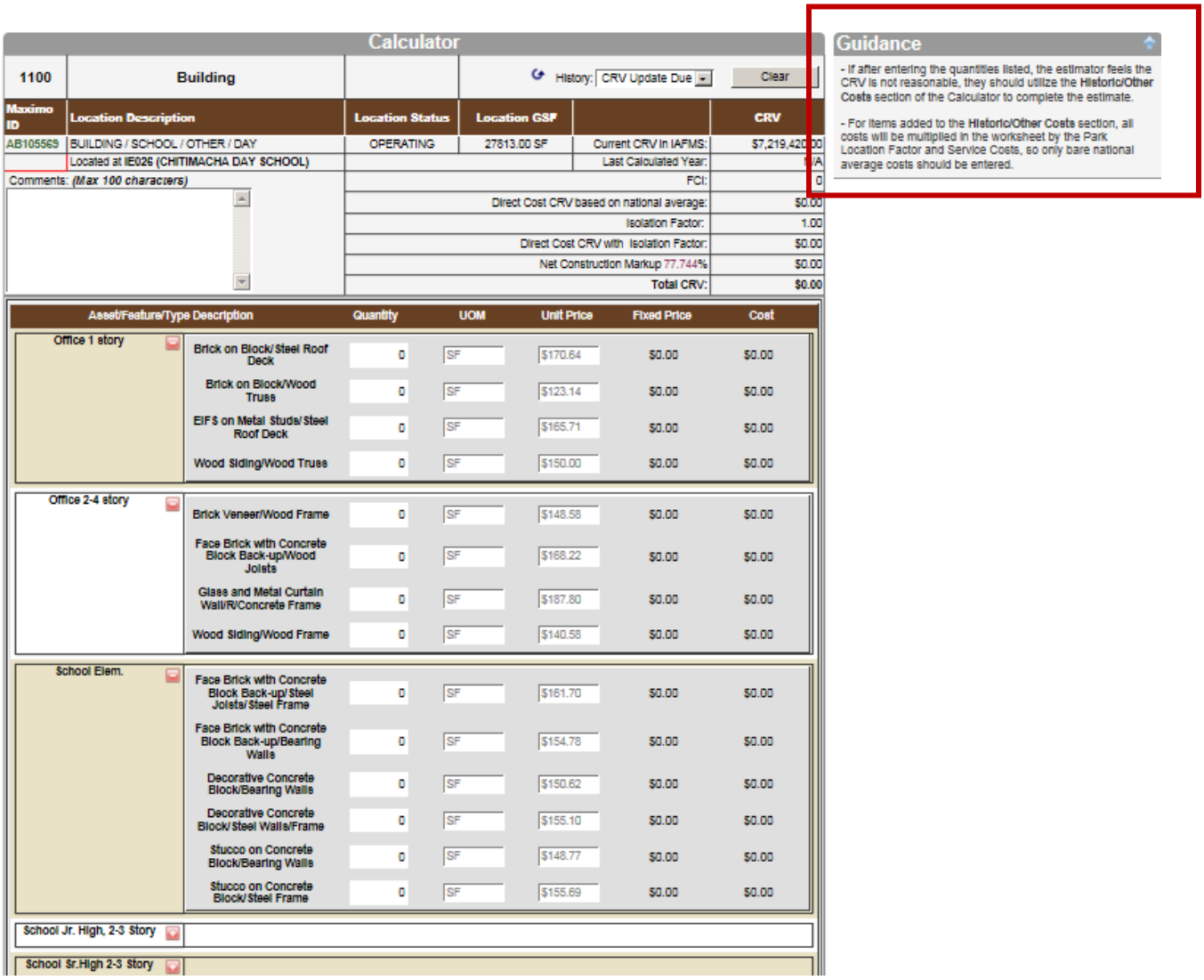



Upon clicking on the **"Update CRV"** button, the **CRV Calculator** will retain previous CRV values as editable entries as shown below**.**

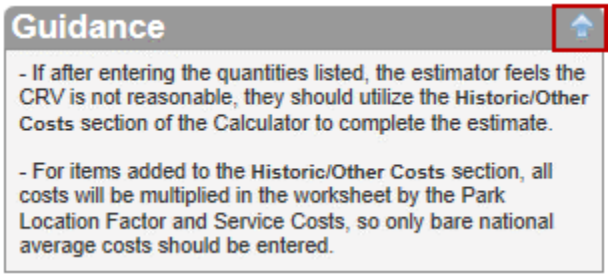


## 1.4.14 Guidance Field Detail

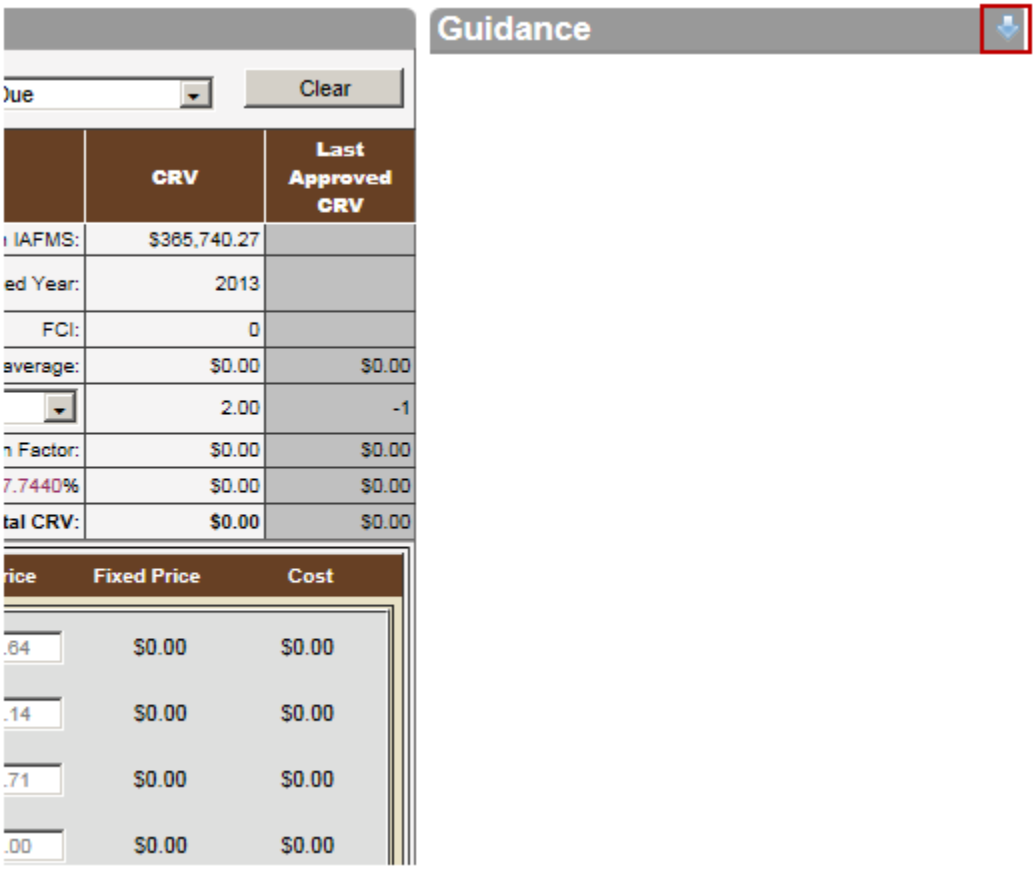
The Guidance field provides brief instructions and tips on how to employ the **CRV Calculator** to come up with the CRV values for the Location.



If you no longer want to view content of the **Guidance** field, you can click on the **Up** arrow at the top right corner of the Guidance field as shown below**.**

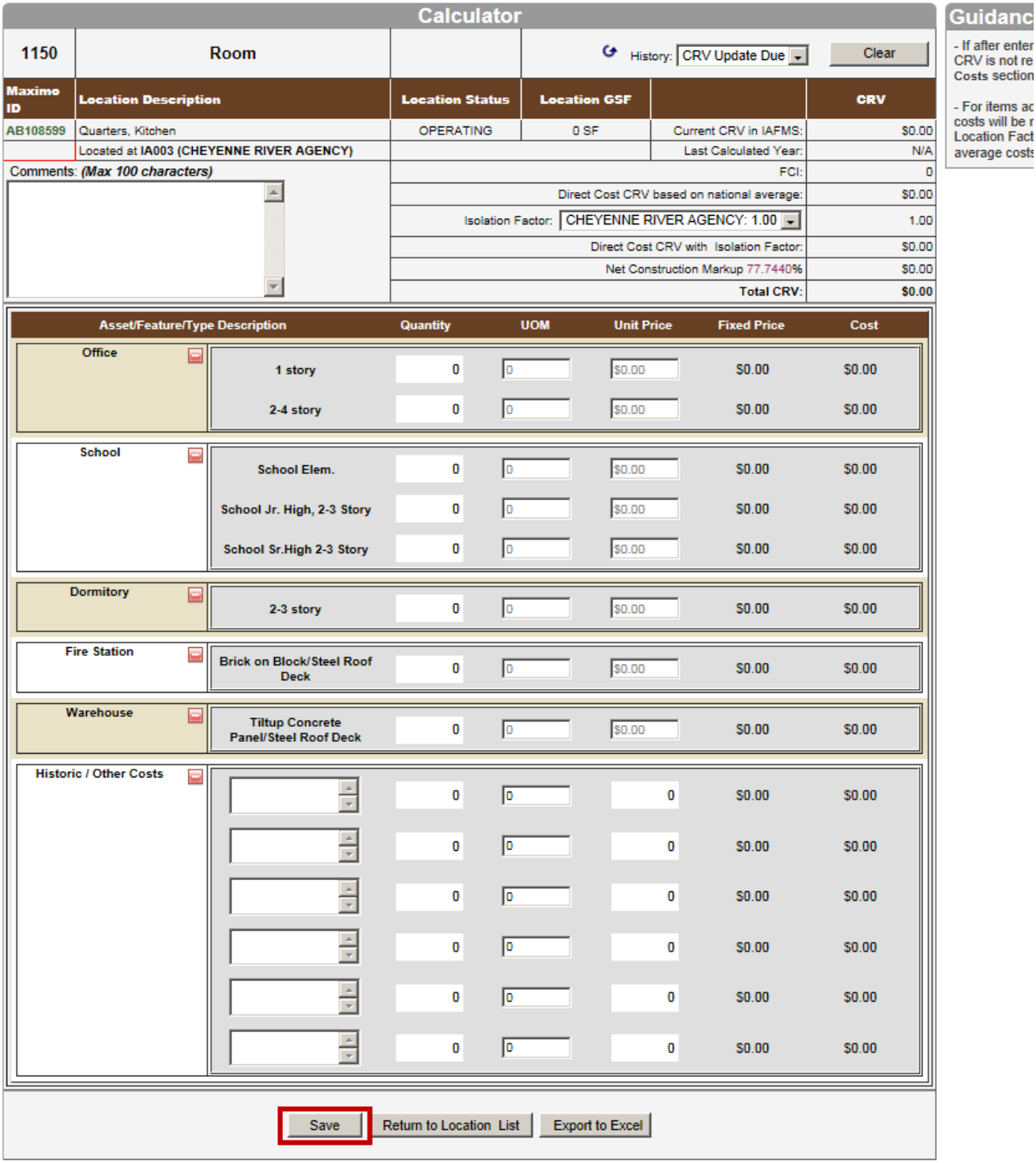



Upon clicking on the **Up** arrow, located at the top right corner of the **Guidance** field, the **Guidance** field will collapse and the **Down** arrow will display. To unhide the content of the Guidance field again, click on the **Down** arrow, as shown below**.**

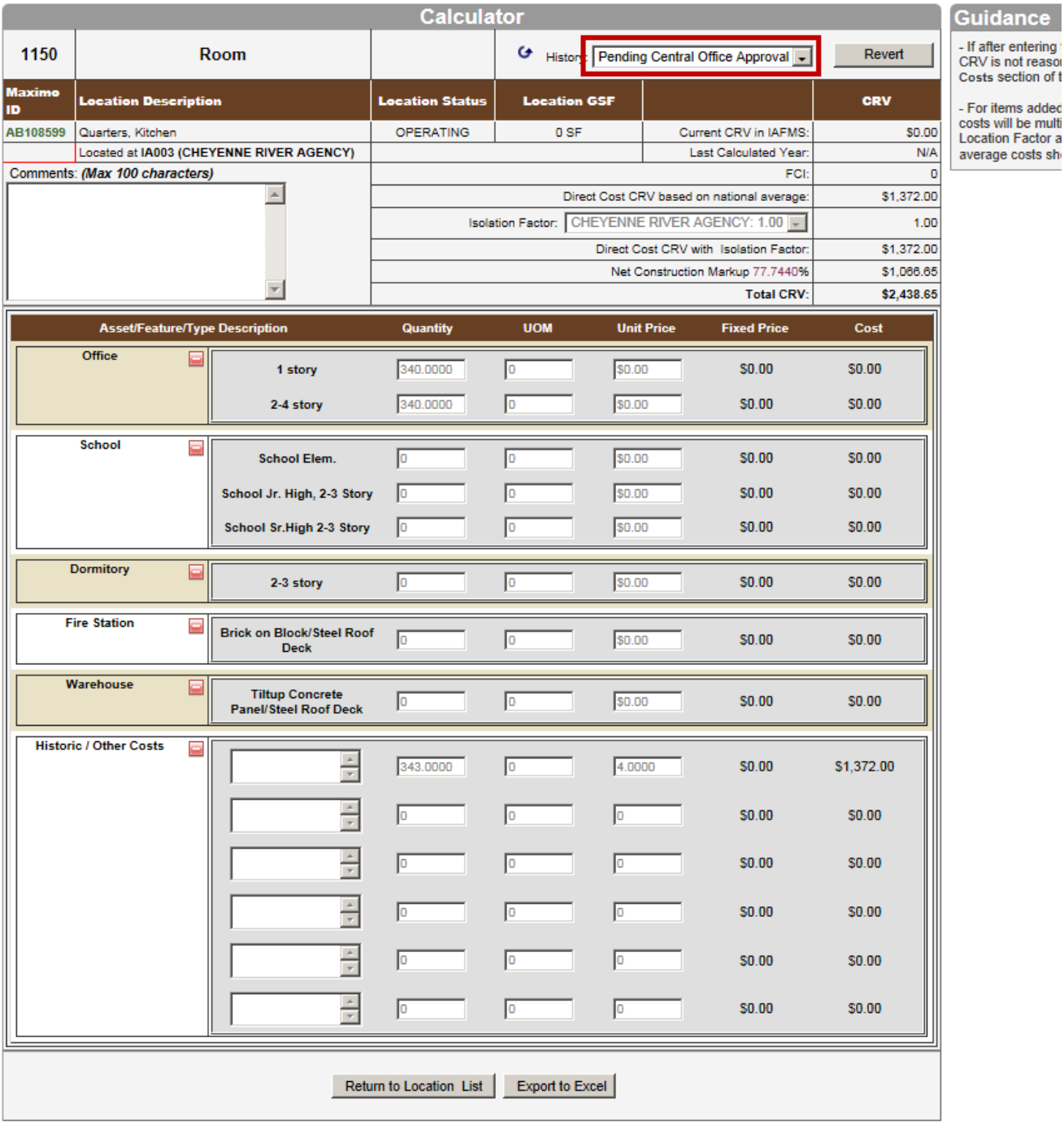


## 1.4.15 Saving Data Entry in CRV Calculator

Once the CRV is calculated, the **CRV Calculator** must be saved to store the CRV data and submit it to Central Office for review and approval. To save the CRV data, click on the **"Save"** button, as illustrated below**.**

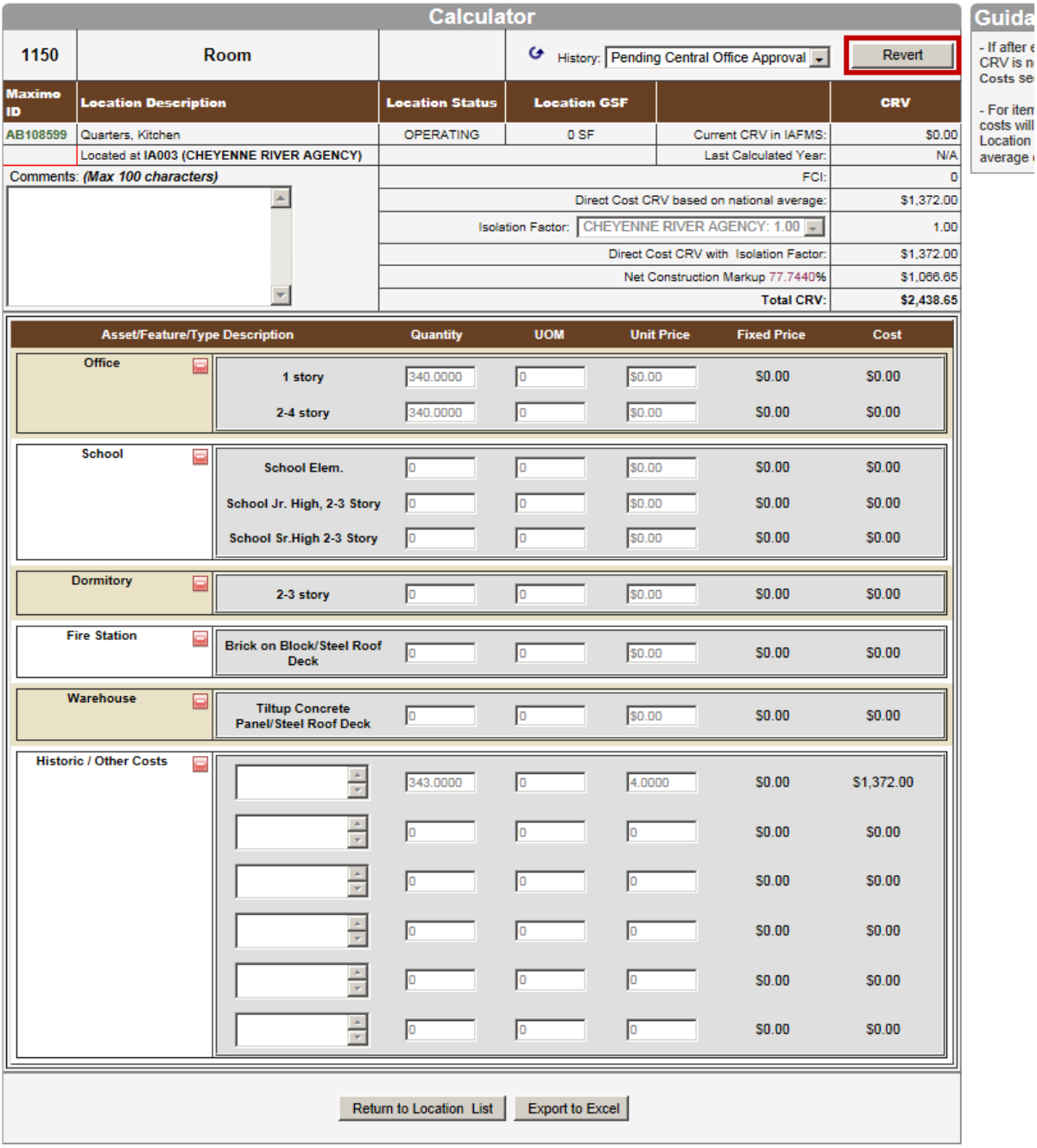



Once you click on the **Save** button, the CRV status will change to "Pending CO Approval", as shown below**.**




When CRV status is “Pending CO Approval”, the “Save” button is no longer available and the **CRV Calculator** fields become read-only.

If you decide to undo the submission of the **CRV Calculator**, you must click on the “**Revert**” button, as shown below**.**

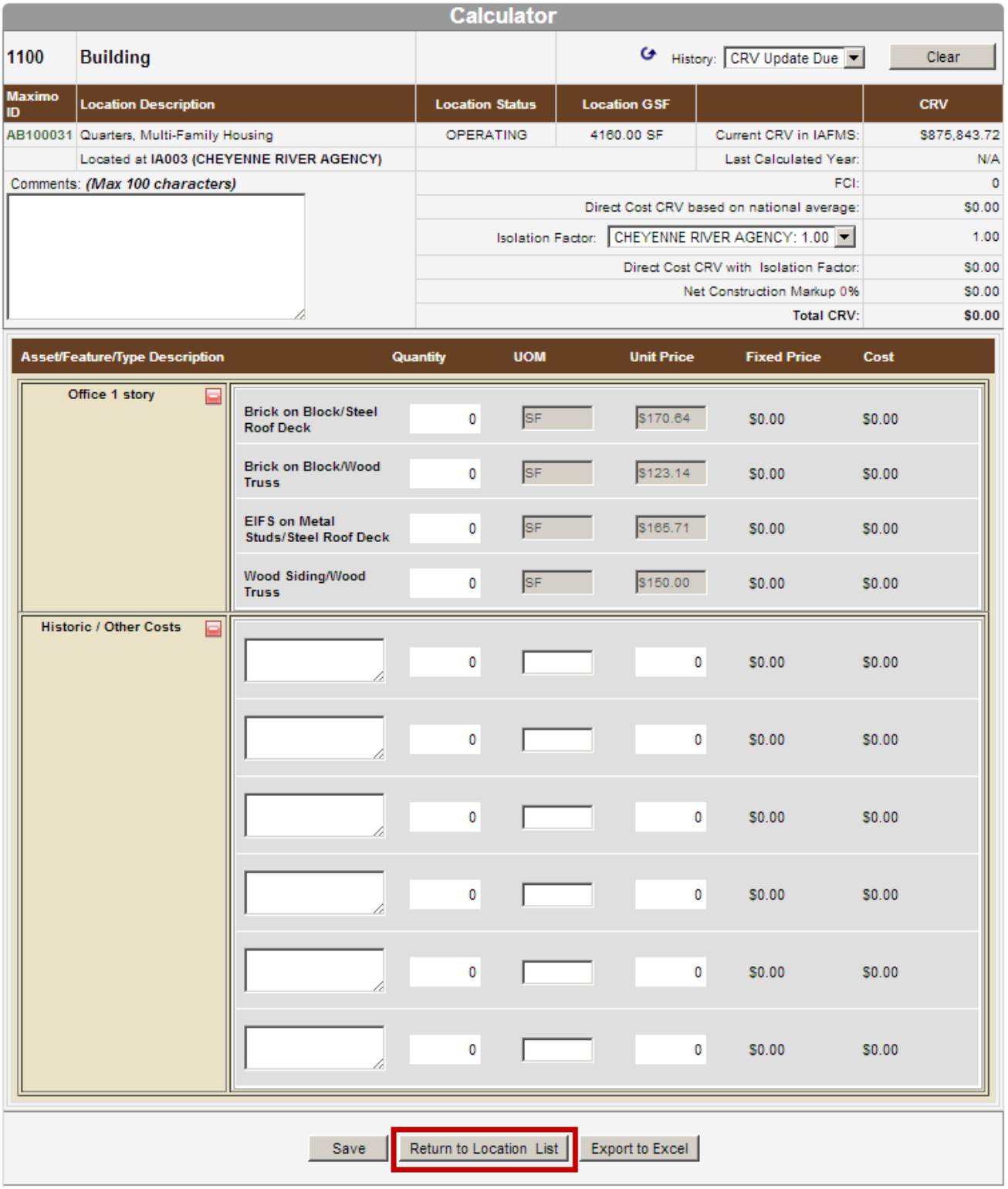



Upon clicking on the **Revert** button, the CRV status becomes “CRV Update Due” and the fields become editable.

You must click on the **Save** button again to re-submit your changes for review and approval by Central Office.

### 1.4.16 Return to Location Records Search Results from CRV Calculator

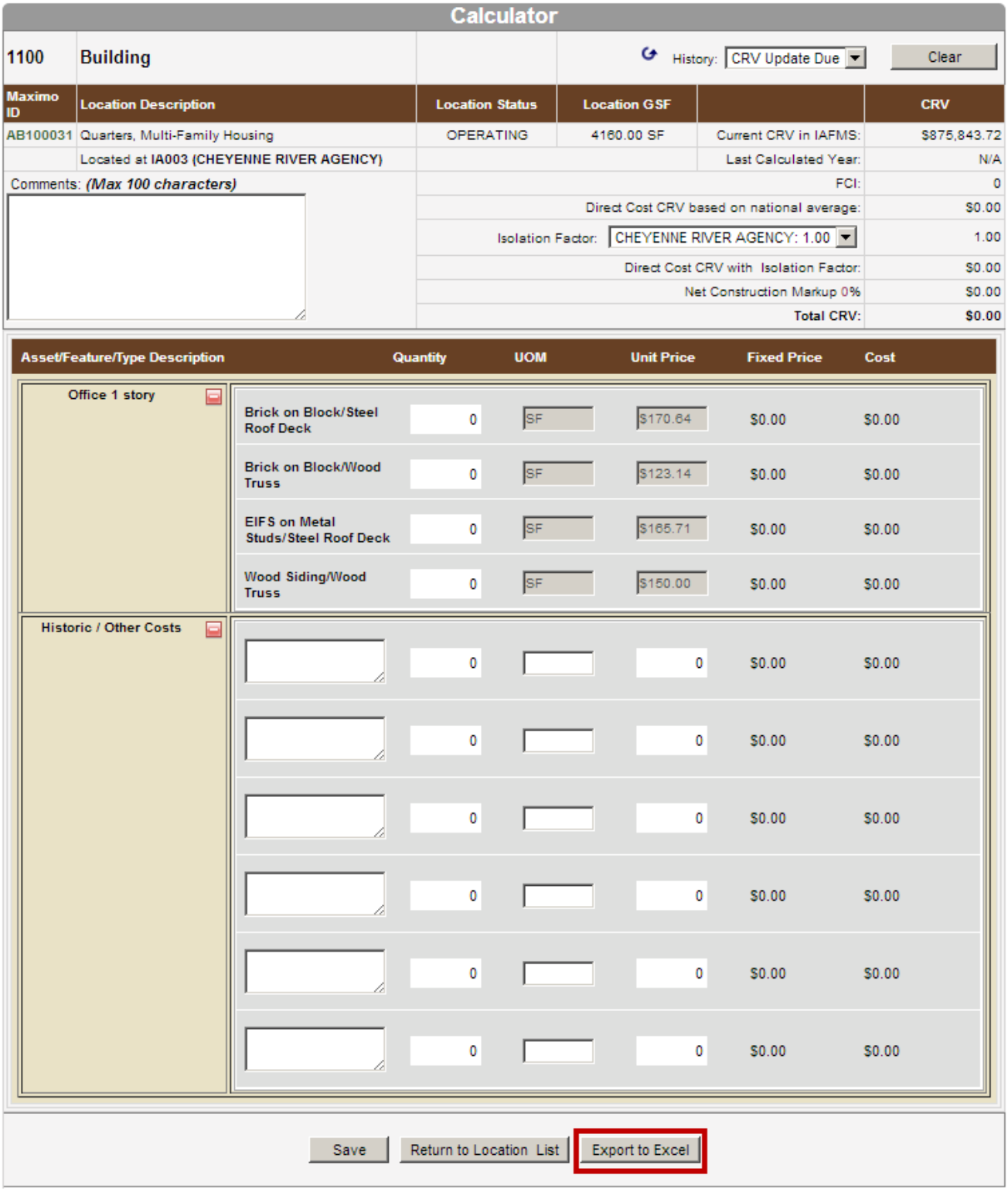
Once you have completed the CRV calculation for the given Location and you may want to view other location record's CRV that meet your search criteria by clicking on the "**Return to Location List"** button, as shown below**.**



By clicking on the **Return to Location List** button, the WebCRV application takes you back to the **Home** page where location records search results that meet search criteria are displayed. You can double-click on another location record to open another CRV Calculator. See Section 1.3.6 to learn about location records search results.

### 1.4.17 Export CRV Data to Excel Spreadsheet

You can export Location's **CRV Calculator** data into Excel spreadsheet by clicking on the "**Export to Excel"** as shown below**.**




Upon a click on the **Export to Excel** button, the data from the **CRV Calculator** is exported into Excel spreadsheet, as shown below**.**

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Asset/Feature/Type Description | | Quantity | UOM | Unit Price | Fixed Price | Cost |
| 2 | | | | | | | |
| 3 | Office 1 story | Brick on Block/Steel Roof Deck | $0.00 | SF | $170.64 | $0.00 | $0.00 |
| 4 | | Brick on Block/Wood Truss | $0.00 | SF | $123.14 | $0.00 | $0.00 |
| 5 | | EIFS on Metal Studs/Steel Roof Deck | $0.00 | SF | $165.71 | $0.00 | $0.00 |
| 6 | | Wood Siding/Wood Truss | $0.00 | SF | $150.00 | $0.00 | $0.00 |
| 7 | Office 2-4 story | Brick Veneer/Wood Frame | $0.00 | SF | $148.58 | $0.00 | $0.00 |
| 8 | | Face Brick with Concrete Block Back-up/Wood Joists | $0.00 | SF | $168.22 | $0.00 | $0.00 |
| 9 | | Glass and Metal Curtain Wall/R/Concrete Frame | $0.00 | SF | $187.80 | $0.00 | $0.00 |
| 10 | | Wood Siding/Wood Frame | $0.00 | SF | $140.58 | $0.00 | $0.00 |
| 11 | School Elem. | Face Brick with Concrete Block Back-up/Steel Joists/Steel Frame | $0.00 | SF | $161.70 | $0.00 | $0.00 |
| 12 | | Face Brick with Concrete Block Back-up/Bearing Walls | $0.00 | SF | $154.78 | $0.00 | $0.00 |
| 13 | | Decorative Concrete Block/Bearing Walls | $0.00 | SF | $150.62 | $0.00 | $0.00 |
| 14 | | Decorative Concrete Block/Steel Walls/Frame | $0.00 | SF | $155.10 | $0.00 | $0.00 |
| 15 | | Stucco on Concrete Block/Bearing Walls | $0.00 | SF | $148.77 | $0.00 | $0.00 |
| 16 | | Stucco on Concrete Block/Steel Frame | $0.00 | SF | $155.69 | $0.00 | $0.00 |
| 17 | School Jr. High, 2-3 Story | Face Brick with Concrete Block Back-up/Steel Joists/Steel Frame | $0.00 | SF | $157.53 | $0.00 | $0.00 |
| 18 | | Face Brick with Concrete Block Back-up/Bearing Walls | $0.00 | SF | $150.29 | $0.00 | $0.00 |
| 19 | | Decorative Concrete Block/Bearing Walls | $0.00 | SF | $144.56 | $0.00 | $0.00 |
| 20 | | Decorative Concrete Block/Steel Walls/Frame | $0.00 | SF | $152.31 | $0.00 | $0.00 |
| 21 | | Stucco on Concrete Block/Steel Frame | $0.00 | SF | $150.65 | $0.00 | $0.00 |

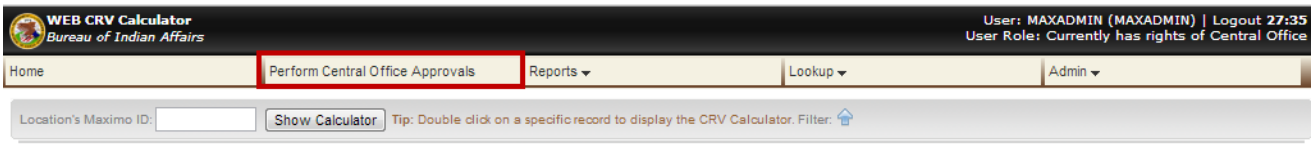
## 1.5 Perform Central Office Approvals Page

After the CRV had been calculated, another Central Office user will be responsible for either approving or rejecting the Location's CRV.

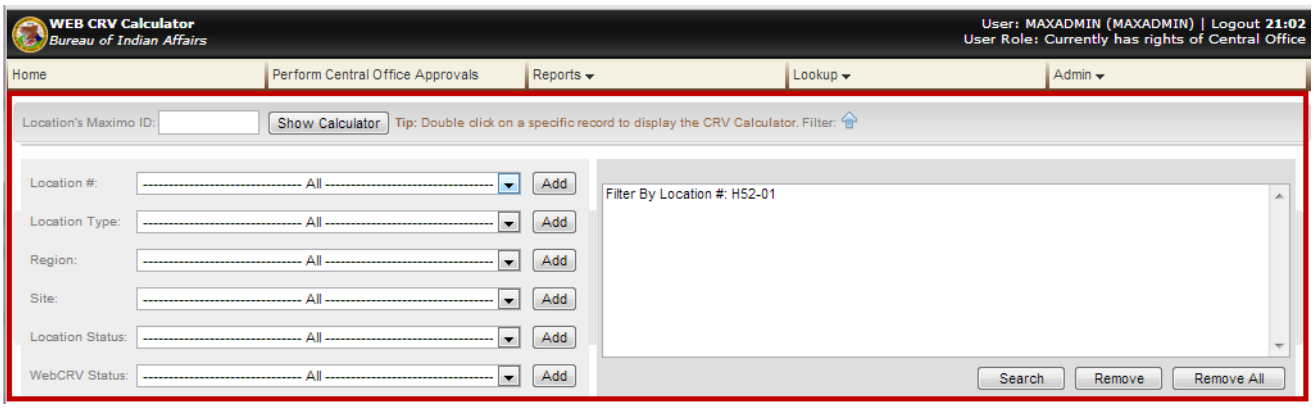
The **Perform Central Office Approvals** page allows you to search, review and approve or reject Location records that are pending CRV approval.

### 1.5.1 Accessing the Perform Central Office Approvals Page

To access **Perform Central Office Approvals** page, click on the **Perform Central Office Approval** link, located on the WebCRV application **Menu Bar**, as shown below**.**




Upon clicking on the **Perform Central Office Approvals** link, the **Perform Central Office Approvals** page displays the **Location Records Search and Filter** section, as shown below.




### 1.5.2 Pending Approval Location Records Search and Filter Section

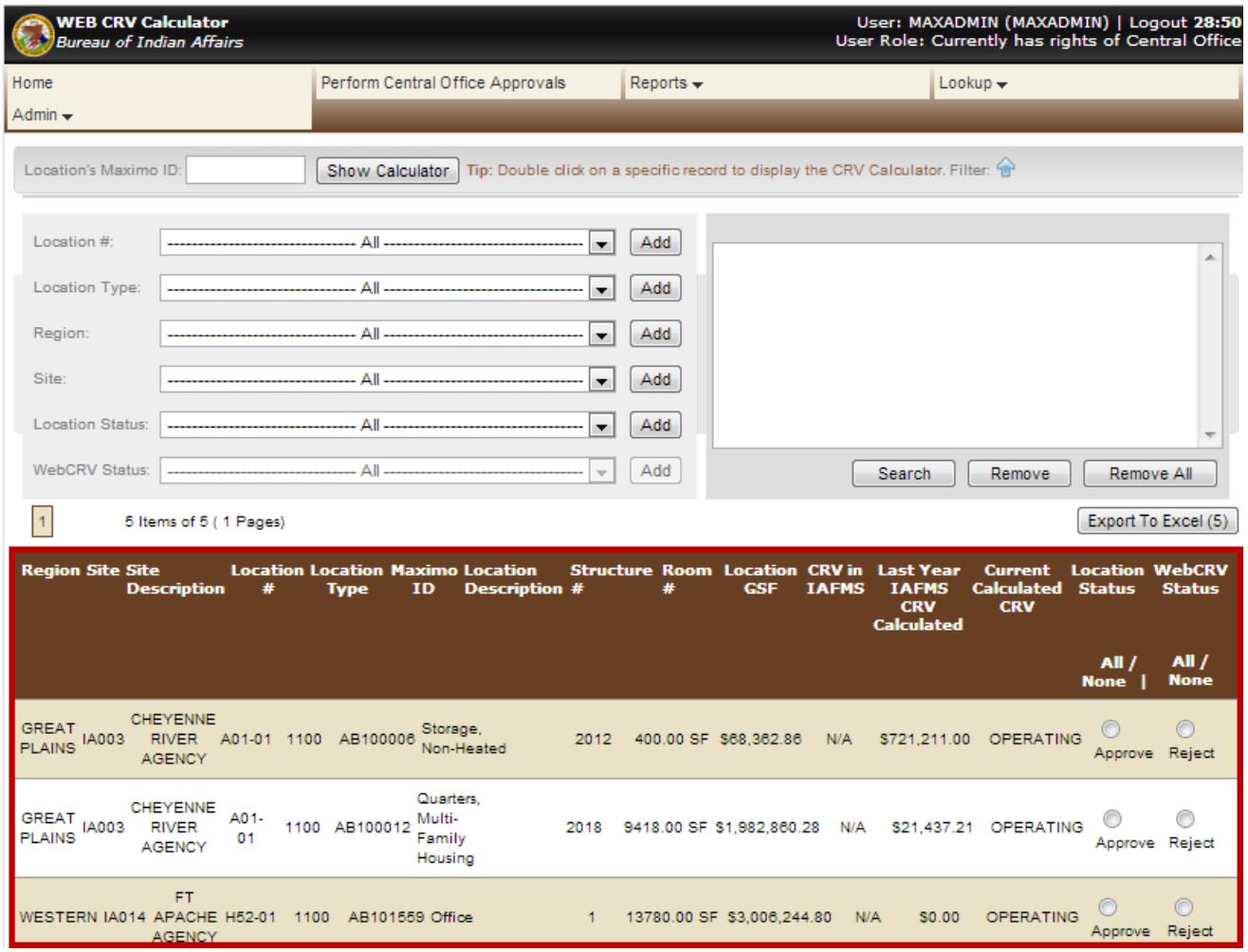
The **Location Records Search and Filter** section of the **Pending Central Office Approval** page allows you to search for Locations records that are pending approval.

The **Location Records Search and Filter** section of the **Pending Central Office Approval** is formatted in the same way as the **Location Records Search and Filter** section of the WebCRV application **Home** page, as shown above. To learn more about operative functions of **Location Records Search and Filter**, see Section 1.3.2**.**

Note: The WebCRV Status field of the **Pending Central Office Approvals** page is obsolete. Location records search criteria will automatically default to WebCRV Status value of "Pending CO Approval".

### 1.5.3 Pending Approval Location Records Search Results Section

Upon clicking on the **Search** button on the **Location Records Search and Filter** section of the **Perform Central Office Approvals** page, your search results will display in the **Location Records Search Results** section on the bottom half of the **Perform Central Office Approvals** page, as shown below**.**



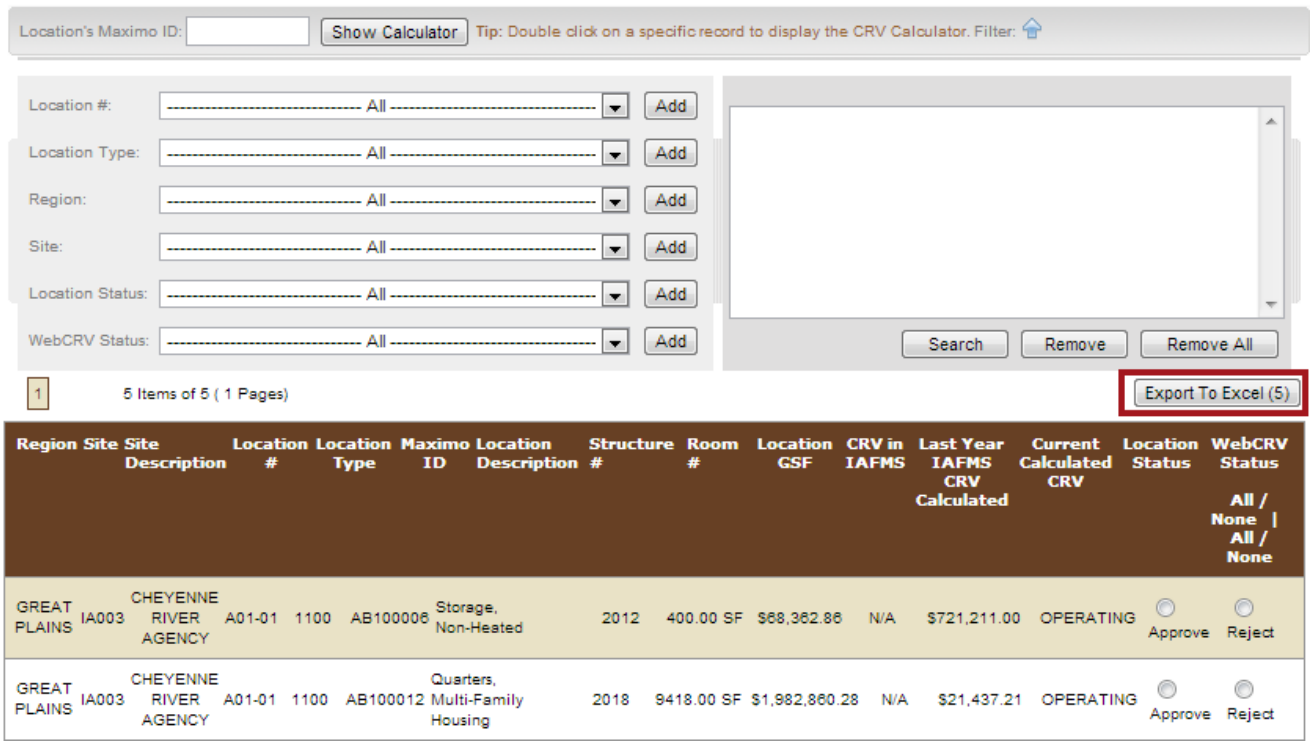

On the **Location Records Search Results** section allows you to view and approve or reject records that are pending approval. The results are based on the search criteria selected in the **Location Records Search and Filter** section of the **Perform Central Office Approvals** page.

With the exception of WebCRV Status field, the **Location Records Search Results** section of the **Pending Central Office Approval** is formatted in the same way as the **Location Records Search Results** of the WebCRV application **Home** page, as shown above.

To learn more about **Location Records Search Results** specifications, see Section 1.3.6**.**

### 1.5.4 Exporting Pending Approval Search Results to Excel

You may export pending approval Location records search results data into Excel spreadsheet by clicking on the "**Export to Excel"** button, as shown in **Error! Reference source not found.** Error! Reference source not found.

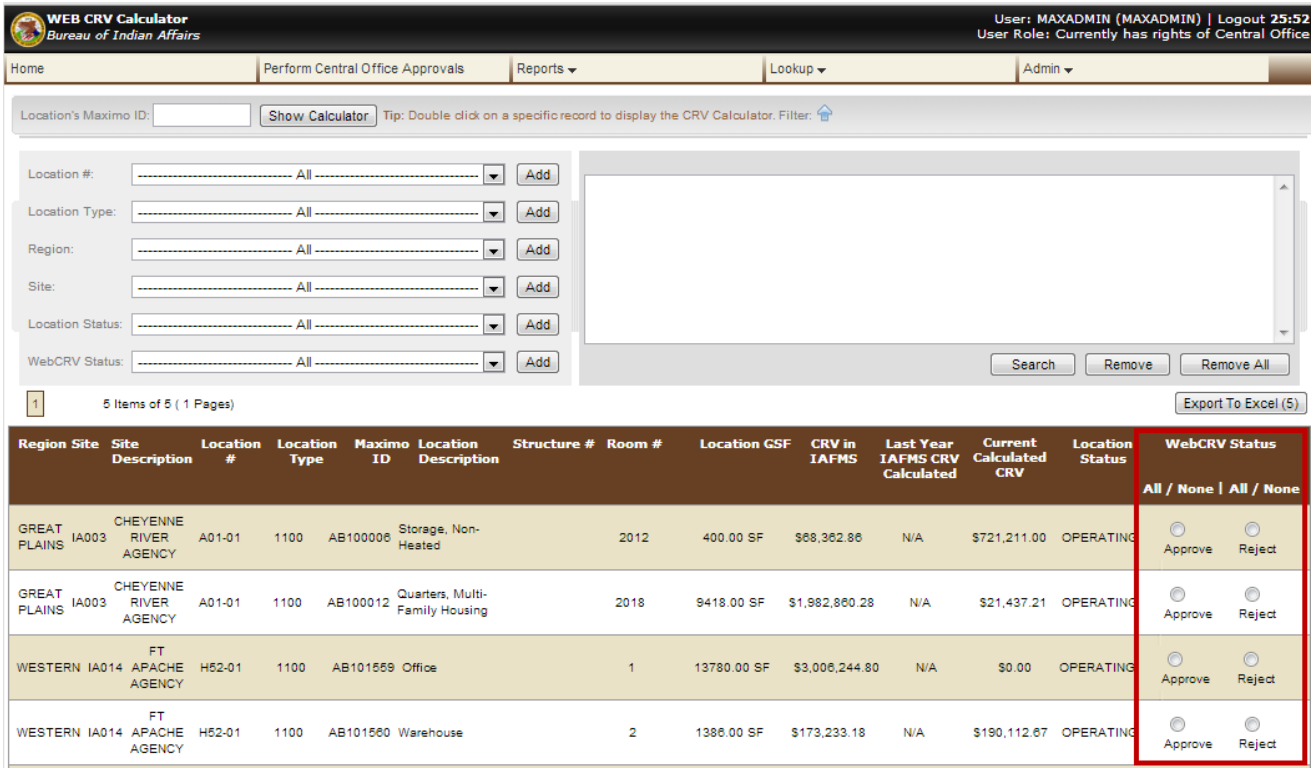



Upon clicking on the **Export to Excel** button, the Location records search results data is exported into Excel spreadsheet, as display below**.**

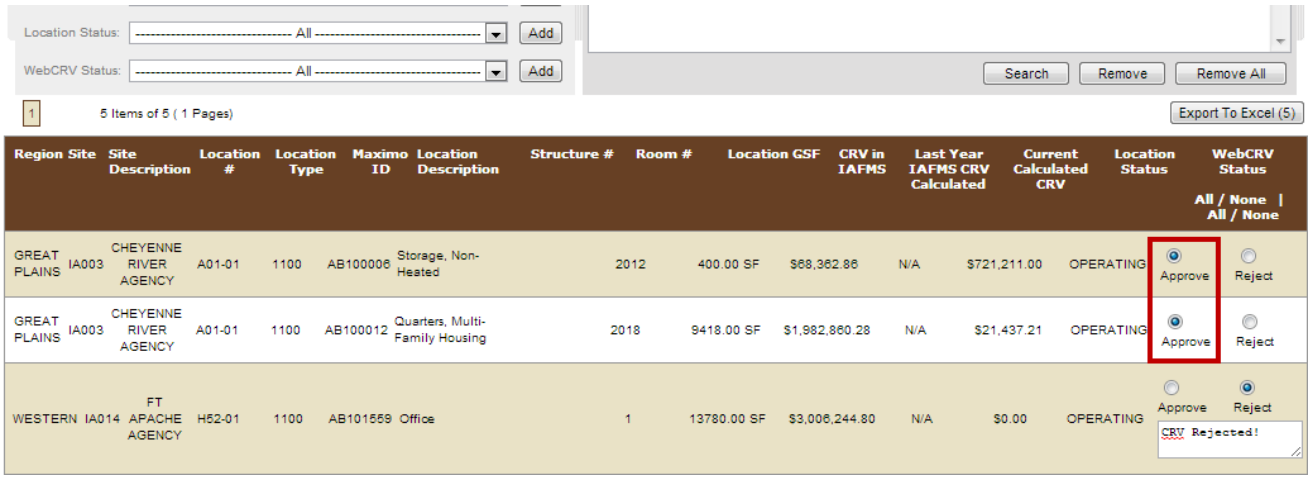
| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Site | Asset Code | Location | Description | Location Quantity | CRV in IAFMS | Last Year IAFMS CRV Calculated | Current WebCRV | IAFMS Location Status | WebCRV Status |
| 2 | IA003 | 1100 | A01-01 | Storage, Non-Heated | 400.00 SF | $68,362.86 | N/A | $721,211.00 | OPERATING | Pending Central Office Approval |
| 3 | IA003 | 1100 | A01-01 | Quarters, Multi-Family Housing | 9418.00 SF | $1,982,860.28 | N/A | $21,437.21 | OPERATING | Pending Central Office Approval |
| 4 | IA014 | 1100 | H52-01 | Office | 13780.00 SF | $3,006,244.80 | N/A | $0.00 | OPERATING | Pending Central Office Approval |
| 5 | IA014 | 1100 | H52-01 | Warehouse | 1386.00 SF | $173,233.18 | N/A | $190,112.67 | OPERATING | Pending Central Office Approval |
| 6 | IA003 | 1150 | A01-01 | Quarters, Kitchen | 0 SF | $0.00 | N/A | $2,438.65 | OPERATING | Pending Central Office Approval |

### 1.5.5 Location Records Approve/Reject

WebCRV Status column, located on the Location Records Search Results section of the **Perform Central Office Approvals** page, provides the option to either approve or reject records with pending approval CRV.



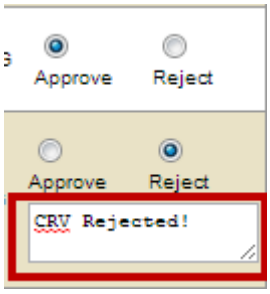

On **Location Records Search Results** section, identify the records you want to approve and click on corresponding "Approve" radio button for each record you want to approve, as shown below**.**



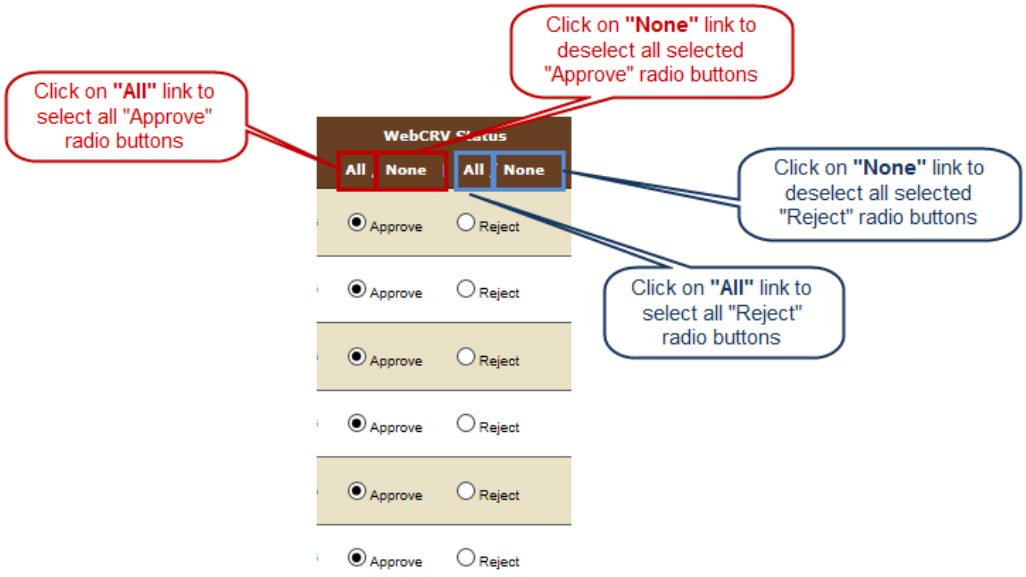

If you identified one or more Location records you do not want to approve, you can select the "Reject" radio button for each Location record you want to reject, as shown below.

Upon selecting a "Reject" radio button, you will be prompted to enter a reason for rejection, as illustrated below**.**

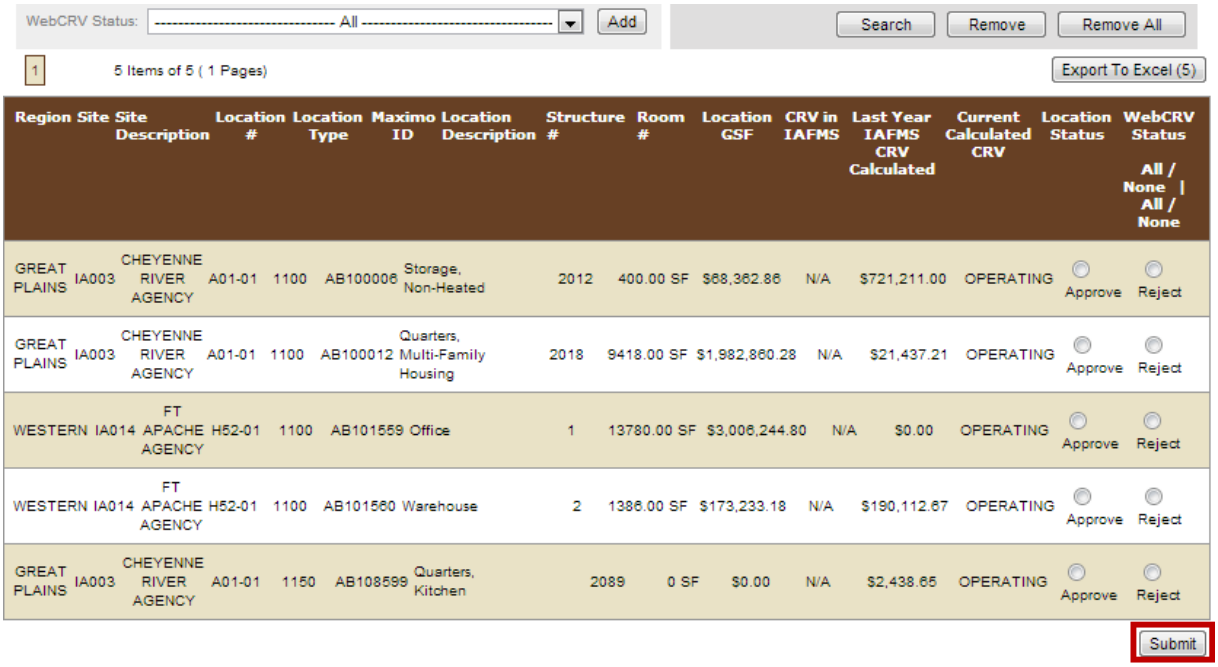
The rejection field is mandatory. You will not be allowed to proceed until the reason for rejection is provided.




You can select or deselect ALL Location records at once by clicking on **"All"** or **"None"** hyperlinks in the WebCRV Status column. To either approve or reject all Location records at once, click on the "All" link available above Approve or Reject columns of radio buttons. Note that you may only select one radio button per each row. If you change your mind and you want to clear your selections for Approve and/or Reject column, click on the **"None"** link of each column. See below for an illustration.



Once you select Location records you want to approve or reject, click on **"Submit"** button, as shown below**.**

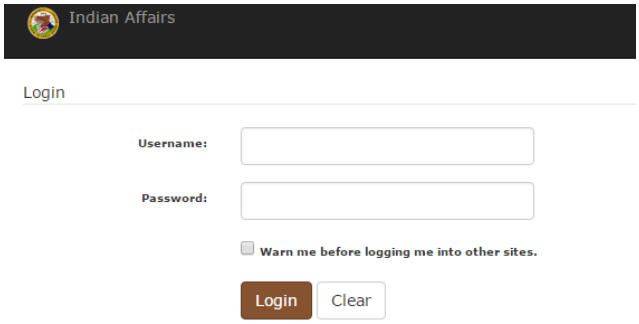



Upon clicking on the **"Submit"** button, the Location records' CRV statuses will change as follows:

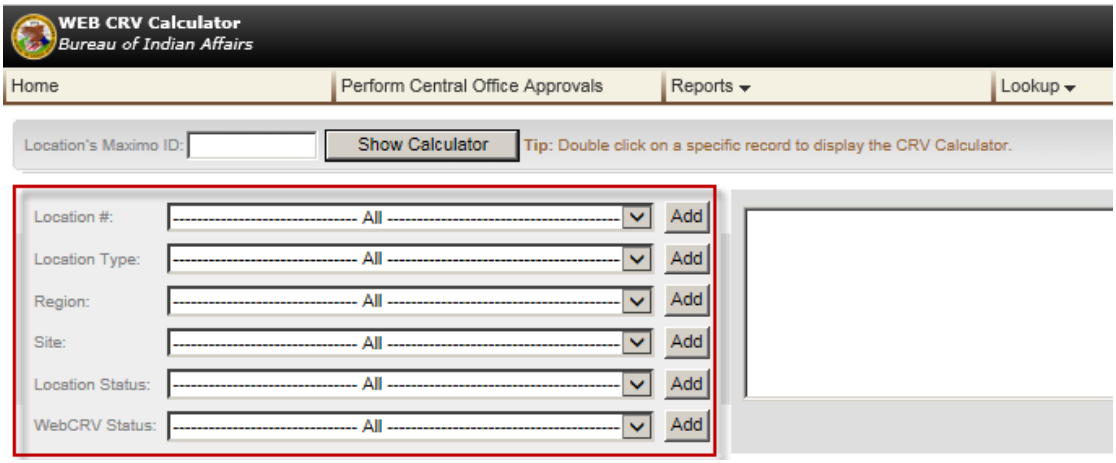
- If Location record had been marked as "Approved", the Location's status (WebCRV Status field) will change to "Approved".
- If Location record had been marked as "Rejected", the Location's status (WebCRV Status field) will change to "CRV Update Due (Rejected)".

## 1.6 Updating the CRV

1. Log in to the WebCRV application

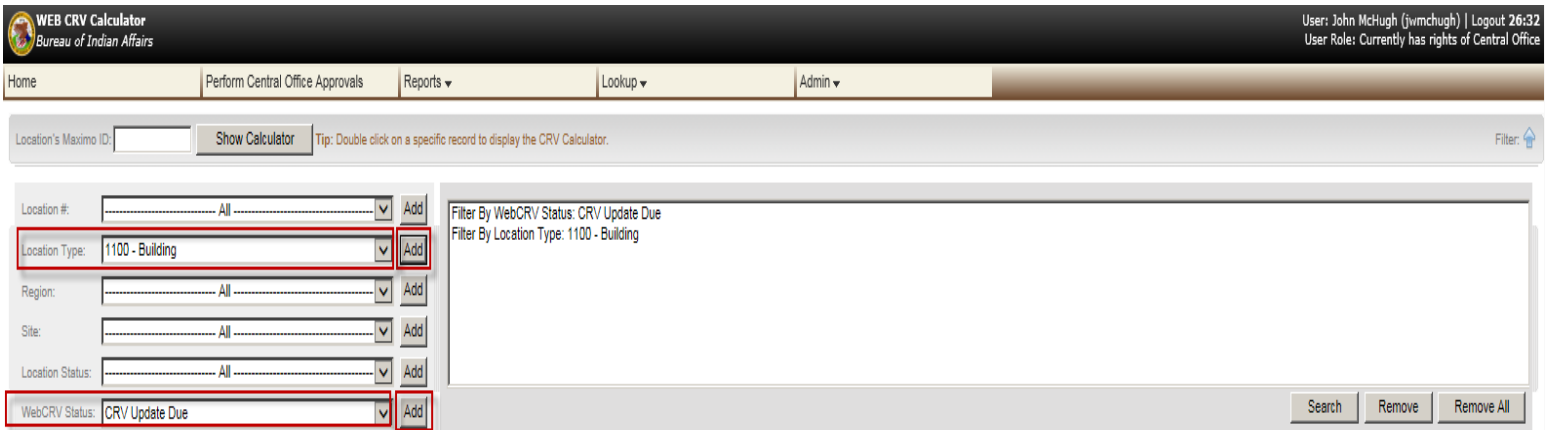



2. Refer to the Location Search & Filter section on the left-hand side of the home page.




3. Use one or any combination of the filter fields to search for locations requiring a CRV update.

   **Note:** Click the **Add** button beside the filter field(s) to apply the search parameters accordingly.



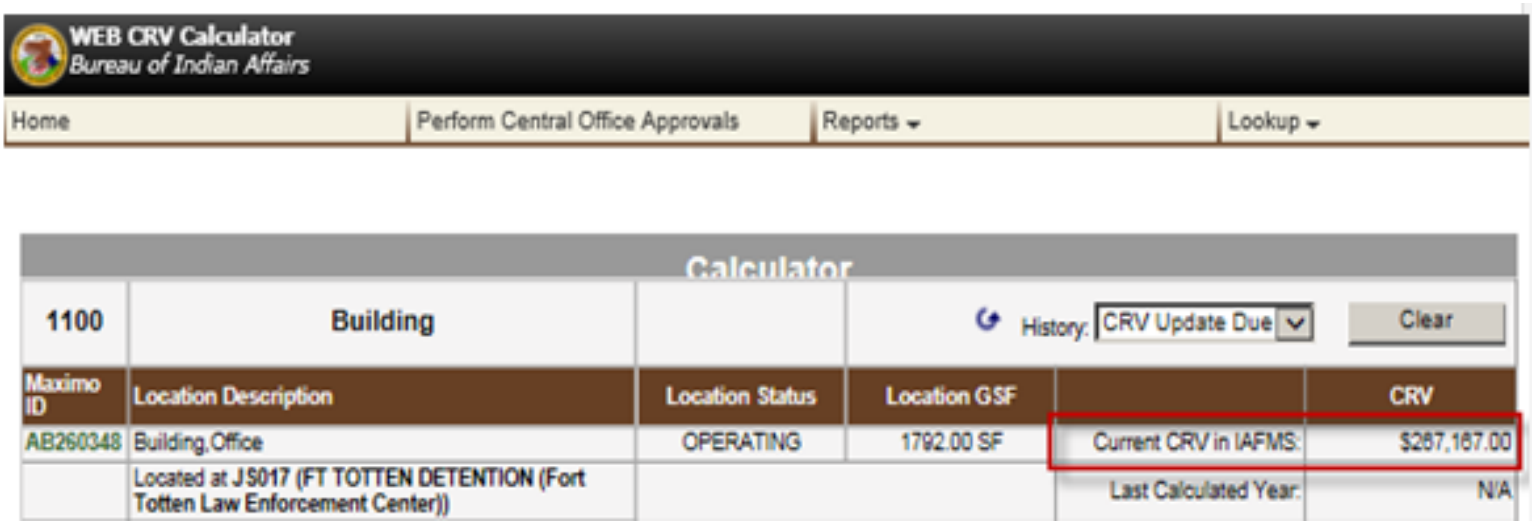

4. Click the **Search** button.

5. Select the location record from the result set below.

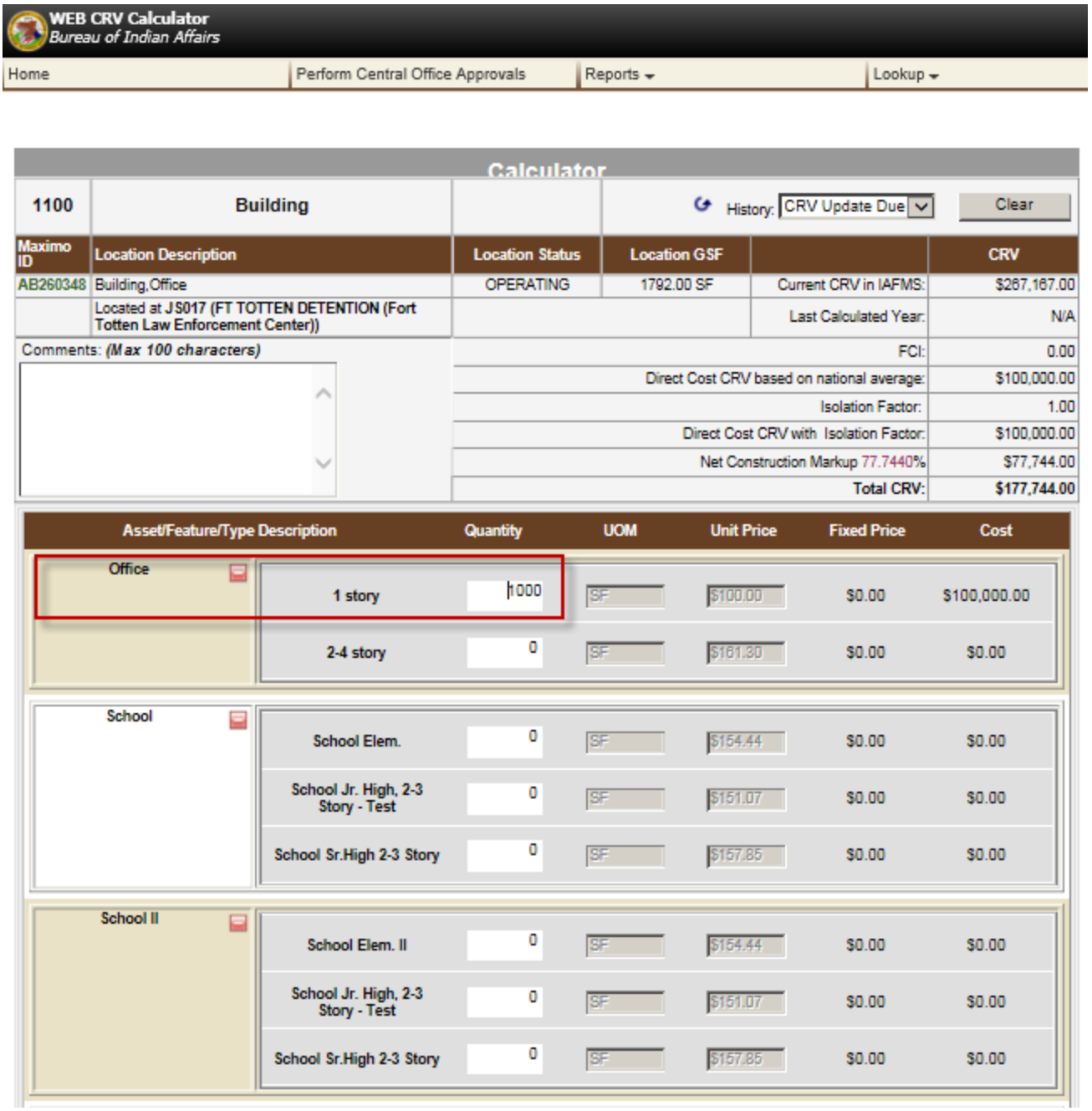
**Note:** Double-click to open the record and begin calculating the location's CRV.

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GREAT PLAINS | JS017 | FT TOTTEN DETENTION (Fort Totten Law Enforcement Center) | A05-02 | 1100 | AB260348 | Building,Office | | | 1792.00 SF | $287,167.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| NAVAJO | IA004 | CHINLE AGENCY | N35-01 | 1100 | AB260349 | Building,Storage | | | 63.00 SF | $9,127.99 | N/A | $0.00 | OPERATING | CRV Update Due |
| WESTERN | JS018 | HOPI DETENTION (Hopi Agency Detention Center) | H65-03 | 1100 | AB260350 | Building,Storage | | | 160.00 SF | $109,702.00 | N/A | $0.00 | OPERATING | CRV Update Due |

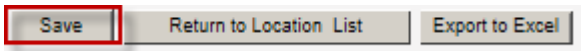
6. The CRV Calculator screen opens to the location selected, displaying the location's current CRV information.




7. Identify the appropriate *Type Description* from the left-hand column and update its *Quantity* field accordingly.

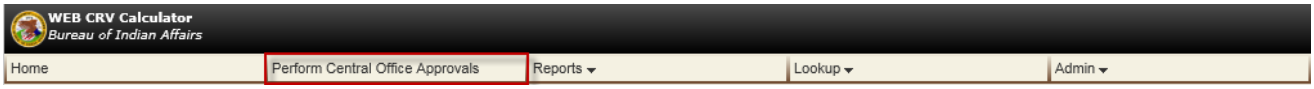



8. Scroll to the bottom of the screen and click the **Save** button.



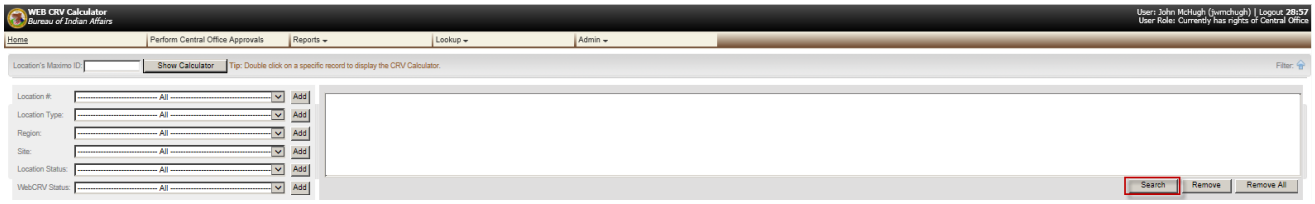
## 1.7 Approving/Rejecting the CRV

1. Click the Perform Central Office Approvals tab

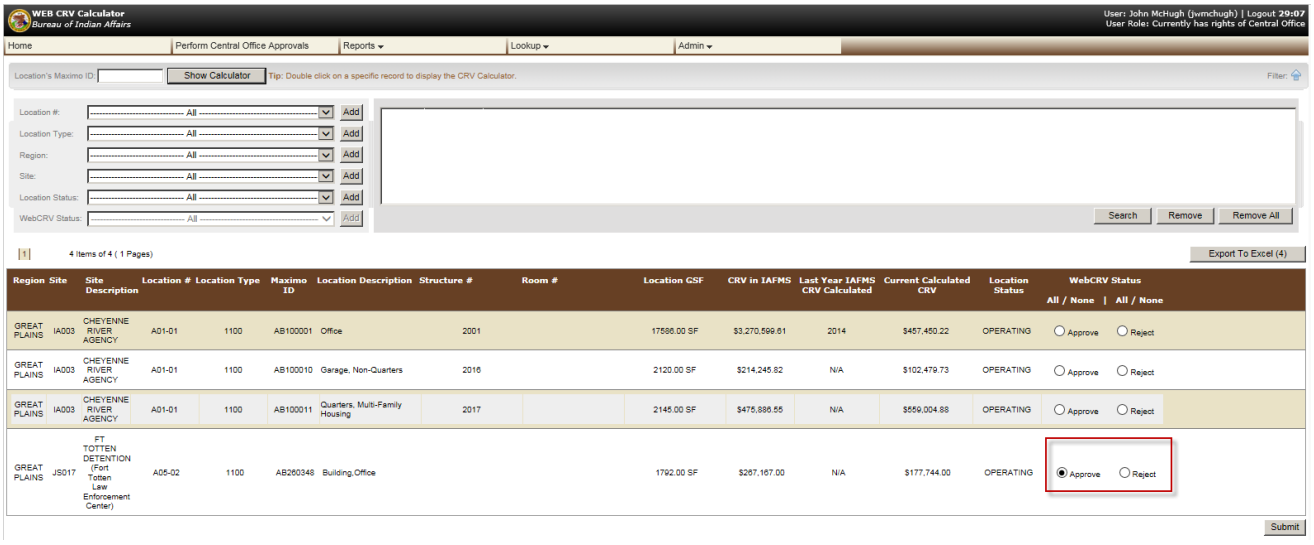



2. Use one or any combination of the filter fields to search for locations pending Central Office approval.

   **Note:** It is also possible to simply click the Search button to retrieve all records that are pending.




3. The displayed locations are those with CRVs pending Central Office approval. Approve or reject a location's CRV.

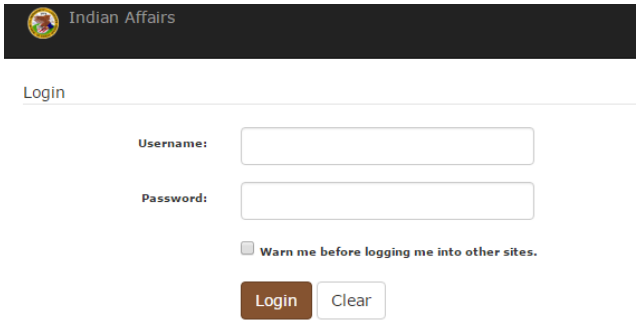



4. Click the Submit button in the lower right-hand corner of the screen.

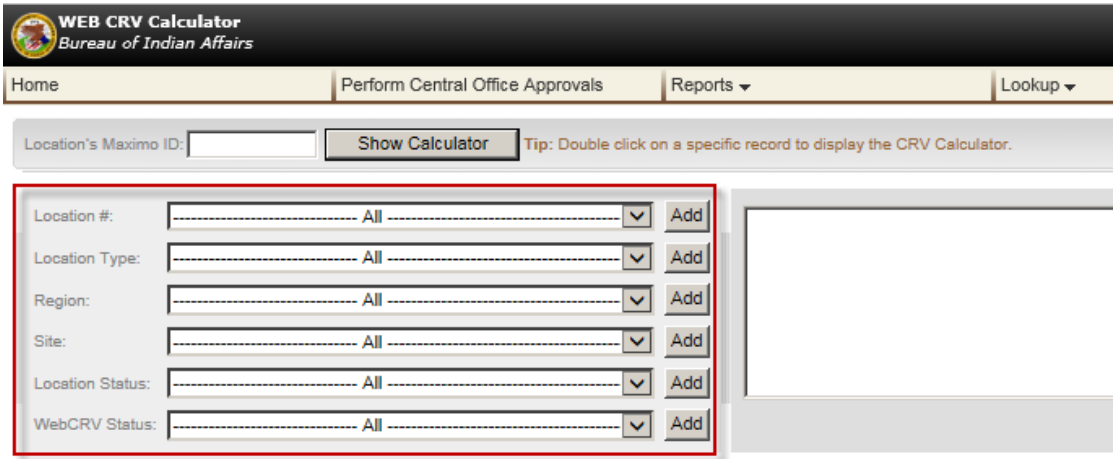
   **Note:** The location record's CRV is now updated in both the Web CRV application as well as IA-FMS (Maximo).

## 1.8 Exercise # 1 – Updating a Location's CRV

3. Log in to the WebCRV application

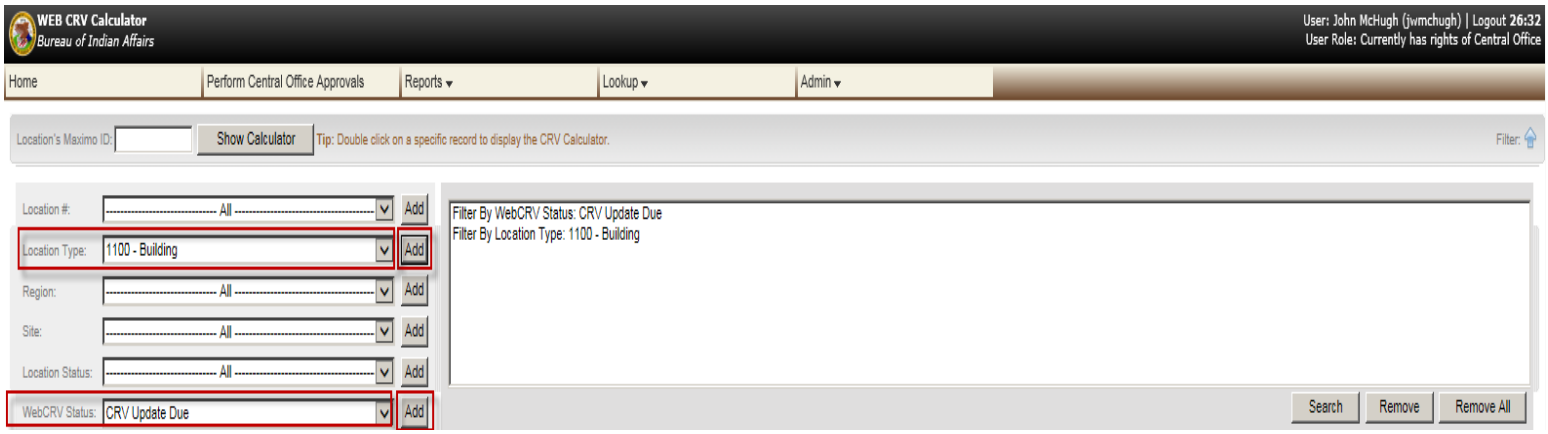



4. Refer to the Location Search & Filter section on the left-hand side of the home page.




5. Use one or any combination of the filter fields to search for locations requiring a CRV update. For this exercise, search for buildings that are due for a CRV update.

   Note: Click the **Add** button beside the filter field(s) to apply the search parameters accordingly.



6. Click the **Search** button.

7. From the resulting list of location records, identify a location whose description is either Office, School, or Dormitory. Record the location's ID (Maximo ID) below.

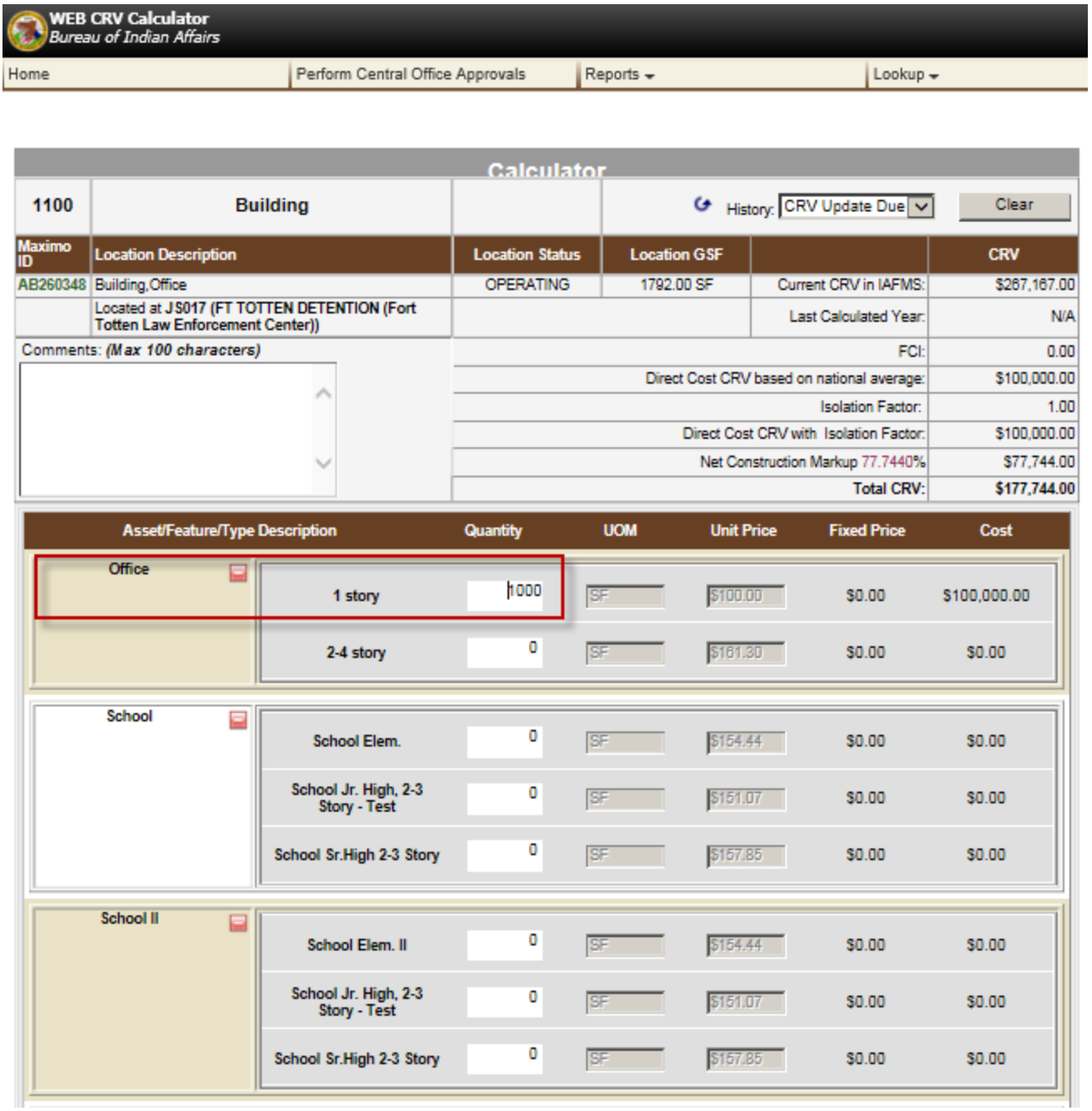
   **Maximo ID**: _____

8. Double-click the row to open the record and begin calculating the location's CRV.

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GREAT PLAINS | JS017 | FT TOTTEN DETENTION (Fort Totten Law Enforcement Center) | A05-02 | 1100 | AB260348 | Building,Office | | | 1792.00 SF | $267,167.00 | N/A | $0.00 | OPERATING | CRV Update Due |
| NAVAJO | IA004 | CHINLE AGENCY | N35-01 | 1100 | AB260349 | Building,Storage | | | 63.00 SF | $9,127.99 | N/A | $0.00 | OPERATING | CRV Update Due |
| WESTERN | JS018 | HOPI DETENTION (Hopi Agency Detention Center) | H65-03 | 1100 | AB260350 | Building,Storage | | | 160.00 SF | $109,702.00 | N/A | $0.00 | OPERATING | CRV Update Due |

9. (The CRV Calculator screen opens to the location record selected).

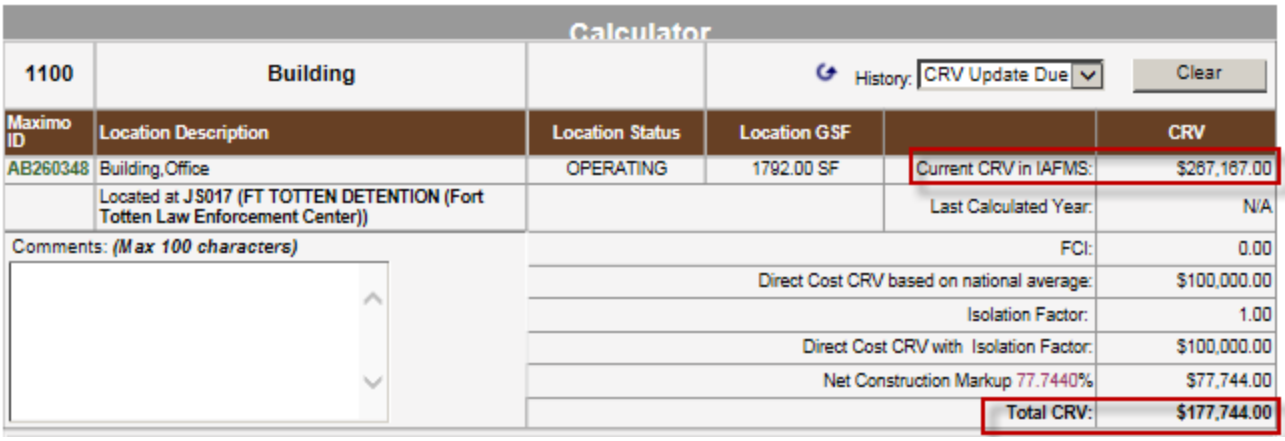
10. Identify the appropriate *Type Description* from the left-hand column and update its *Quantity* field accordingly.




11. Take note and record the following figures on the location record:

**Current CRV in IA-FMS: _____**

**Total CRV: _____**

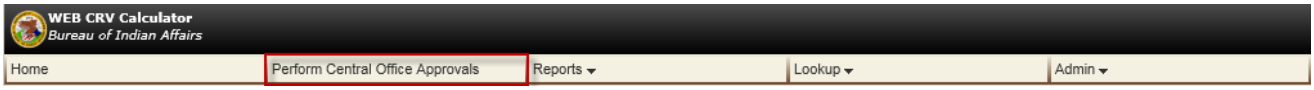



12. Scroll to the bottom of the screen and click the **Save** button.

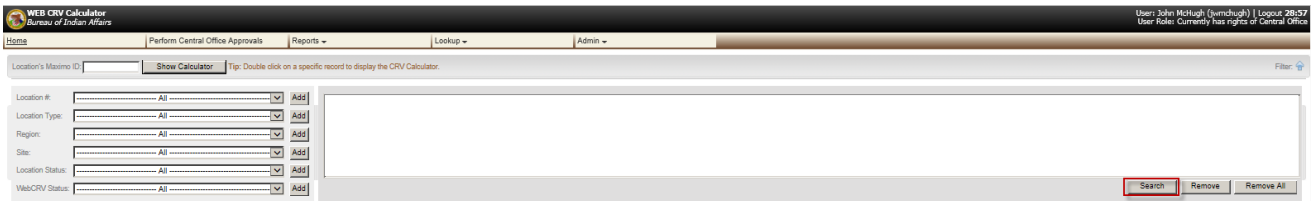
**Note:** The CRV has been submitted and is pending Central Office approval.

## 1.9 Exercise # 2 – Approving/Rejecting a Location's CRV

1. Click the Perform Central Office Approvals tab

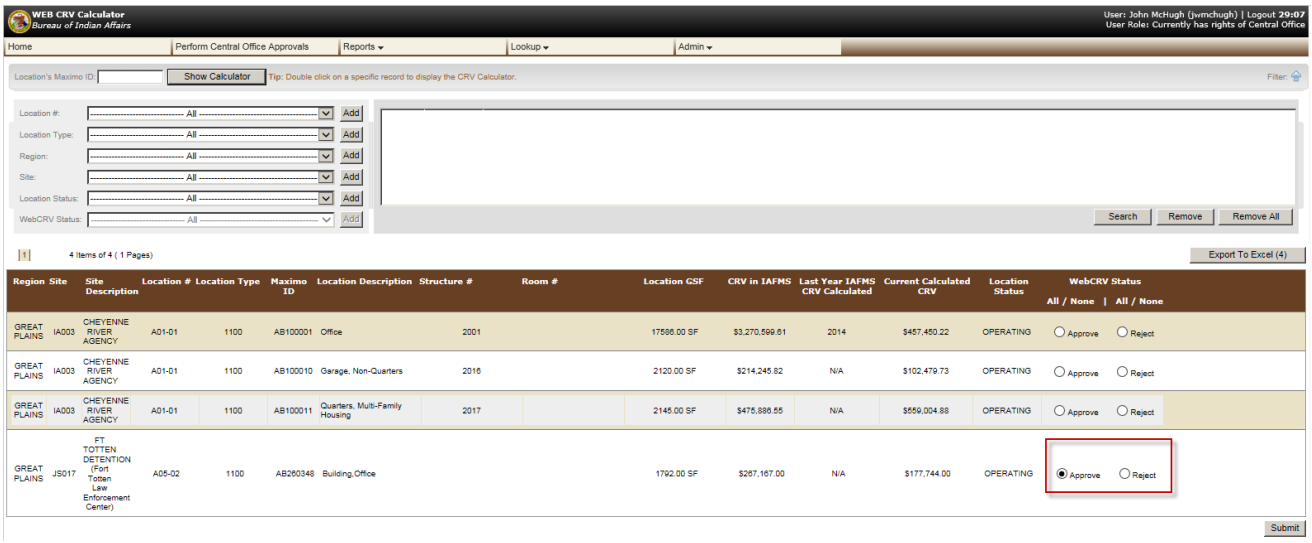



2. Click the Search button to retrieve all records that are pending Central Office approval.




3. The displayed locations are those with CRVs pending Central Office approval.

*Identify the location record (Maximo ID) previously recorded in Exercise #1.* For this exercise, approve the location's CRV.




4. Click the Submit button in the lower right-hand corner of the screen.

**Note:** The location record's CRV is now updated in both the Web CRV application as well as IA-FMS (Maximo).